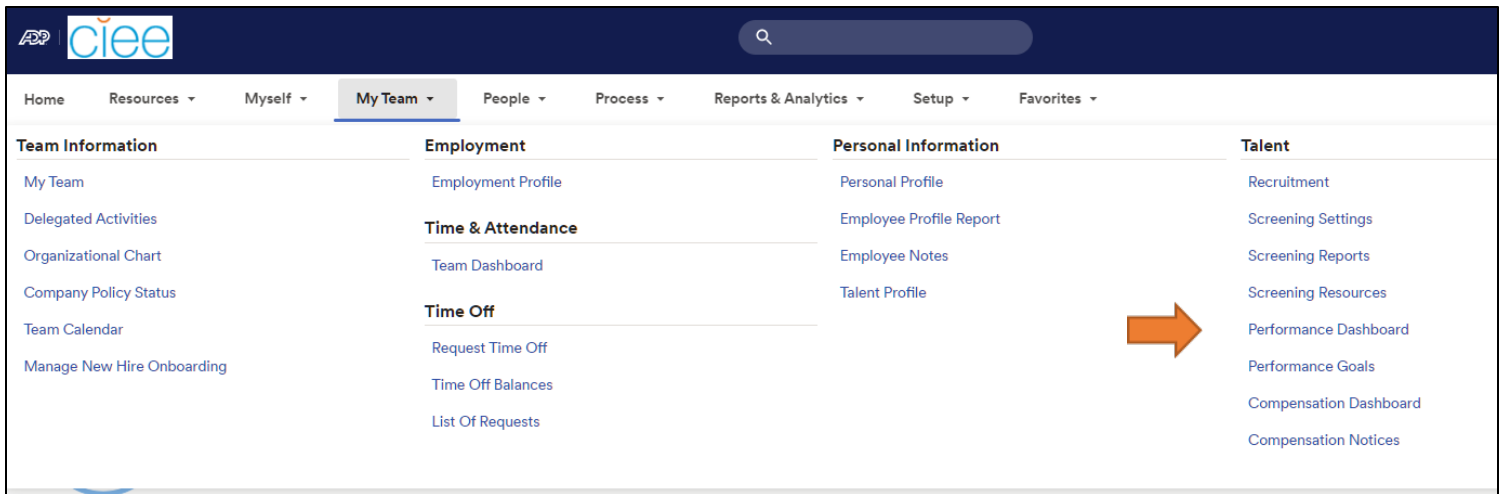


HUMAN RESOURCES: PERFORMANCE MANAGEMENT
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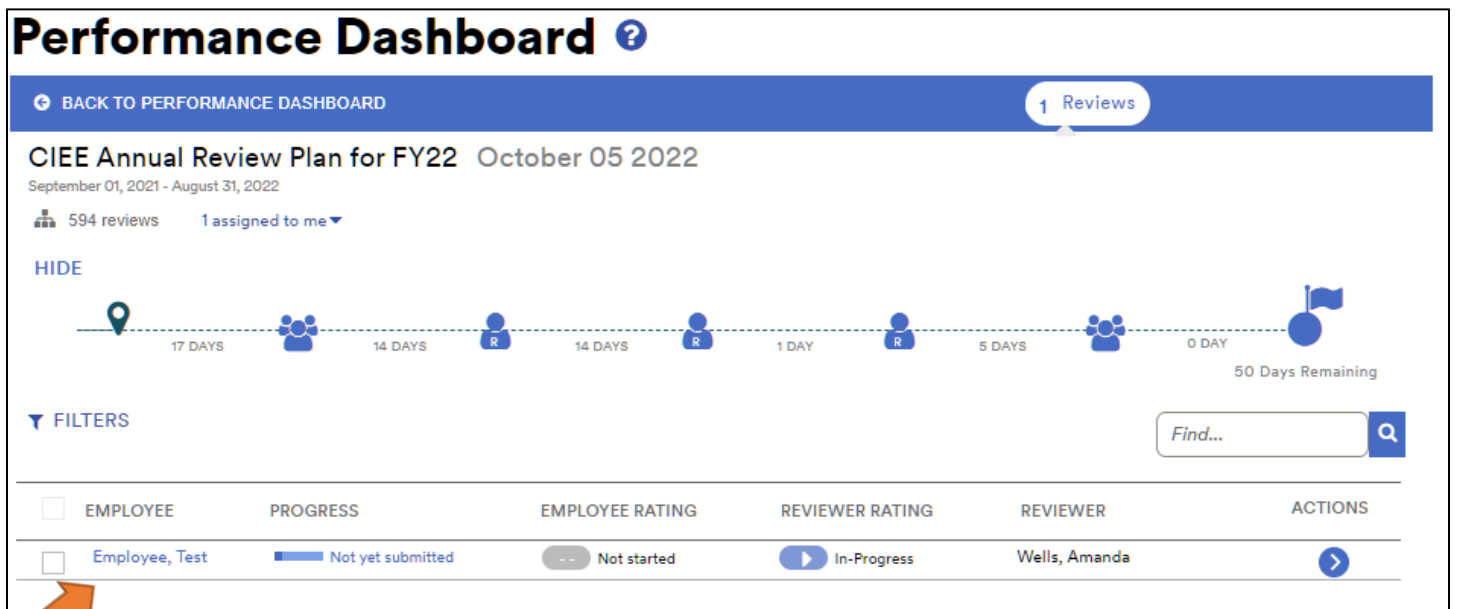
Accessing your Team's Reviews

- Login to [ADP Workforce Now](#)
- On the tabs at the top, click **My Team**
- Under Talent, click **Performance Dashboard**



Performance Dashboard

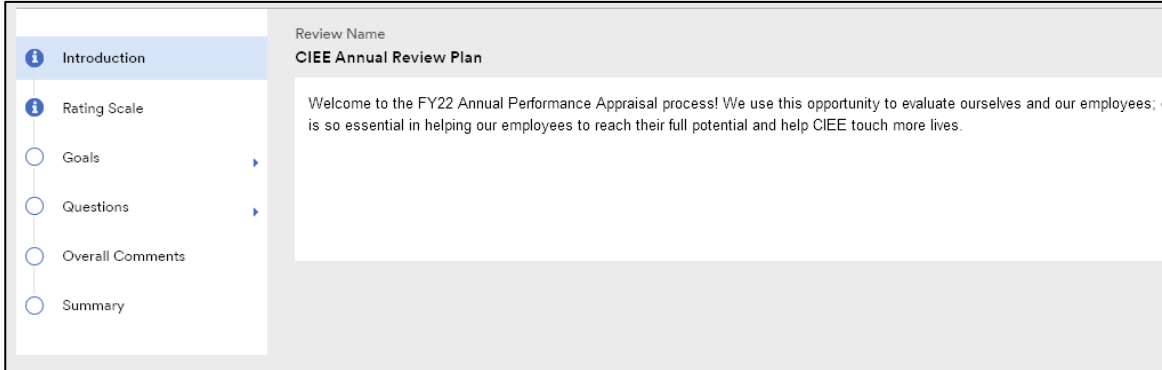
- This screen will list the reviews that are open and have employees assigned to you to review.
- To complete the Fiscal Year 2022 review, click **CIEE Annual Review Plan for FY22**.
- **The next screen will show you all the employees that you are assigned.**
- **Click the employee's name to get started reviewing.**



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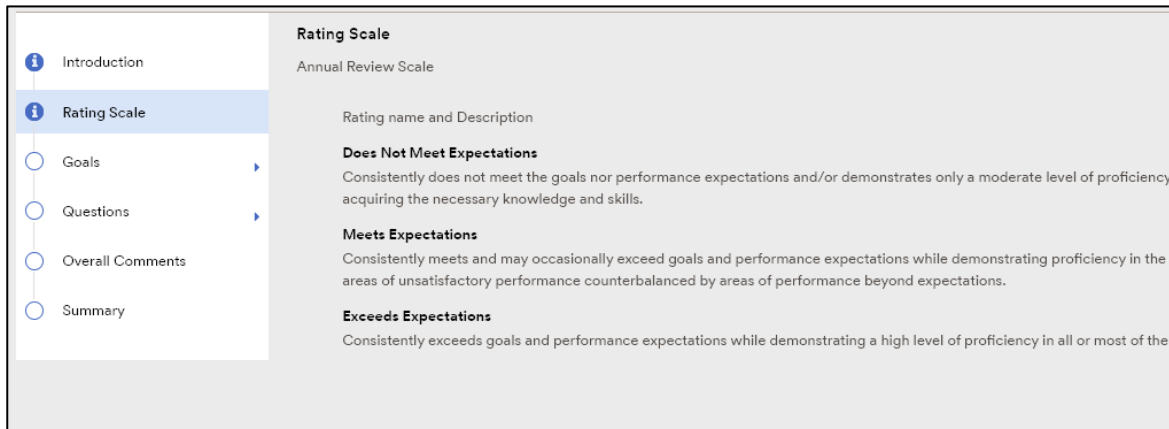
Introduction Page

- After starting your review, the first page you see will be an introduction page.
- After you have read the introduction. Click Next at the bottom of the page.



Rating Scale

- The rating scale defines the categories that you will use to rate the performance of each staff member.
- Read over and understand the descriptions before clicking next.
 - **Does Not Meet Expectations:** Consistently does not meet the goals nor performance expectations and/or demonstrates only a moderate level of proficiency in the competencies required in the job. Achieves some, but not all, goals may be acquiring necessary knowledge and skills.
 - **Meets Expectations:** Consistently meets and may occasionally exceed goals and performance expectations while demonstrating proficiency in the competencies required in the job. Overall performance is satisfactory, minor areas of unsatisfactory performance counterbalanced by areas of performance beyond expectations.
 - **Exceeds Expectations:** Consistently exceeds goals and performance expectations while demonstrating a high level of proficiency in all or most of the competencies. Demonstrates leadership beyond specific role and exemplifies CIEE values daily.



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Goals

- The first section has the instructions for the goals section of the review.
- After you have read the instructions, click **Next** at the bottom of the page.

Review Each Goal:

- After clicking next, you will be able to review the employees first goal.
- Click **View Goal Description** to review the details of the goal.
- Click **Employee Response** to see the employees rating and comments for this goal.
- Choose a rating for this goal in the rating box
- Add a comment in the area provided.
 - Be sure to add meaningful comments and avoid generic statements such as “This goal was completed” or “Employee is on track.”
- You can also click **Add Attachment** if there is a document or file that you would like to upload and submit with this goal.
- When finished, click **Next**

The screenshot displays a web interface for reviewing a goal. At the top, there are two assessment sections: 'Reviewer Assessment' with a rating box and 'In Progress' status, and 'Employee Assessment' with a rating box and 'Not started' status. The main content area is titled 'Test Goal' and includes a 'View Goal Description' link. Below this, there is an 'Employee Response' section with a 'Response' field and 'No Response' option. The 'Your Response' section has a 'Mark to do it later' option. The 'Rating' section shows a dropdown menu with 'Meets Expectations' selected. The 'Comments' section has a rich text editor with various formatting options.

Repeat these steps for each goal.

Questions

- Read the instructions for the question section.
- These are the company values that you will reference in the question that follows.

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- You can also view them [here](#) or on the ADP homepage at any time.

MANAGER-Manager [View job description](#) Employee Assessment
Review Period: 1/1/2022 - 12/31/2022 In Progress

Instructions for Questions

Please reference the below organizational values when completing the following question.

CIEE Values:

- EXCELLENCE – We provide the highest quality programs and services; we strive to be the best.
- INTEGRITY – We do what we say we'll do; we lead by example; we go the extra mile to serve constituents.
- RESPECT – We practice open and honest communication; we are respectful and professional in our interactions with peers, participants, and partners.
- INCLUSIVENESS – We embrace differences and diversity; we strive to open doors for all people from all backgrounds to CIEE programs and to CIEE.
- PROBLEM SOLVING – We develop solutions, both innovative and practical in response to the needs of participants, partners, and governments; we lead by example the constituents whom we serve.

Click **Employee Response** to see the employees answer to this question.

Answer the question(s) for this review in the space provided then click **Next**.

MANAGER-Manager [View job description](#) Employee Assessment
Review Period: 1/1/2022 - 12/31/2022 In Progress

Please take a moment to reflect on how you exemplified CIEE's values in attaining your goals and in your everyday work at CIEE. Provide some specific examples of how you lived the values to...

Corporate Commitment

Your Response Mark to do it later

Comments *

B *i* U **A** |

In attaining my goals I exemplified the company values of ...
Some of the ways I exemplified them include...

[Previous](#) [Cancel](#)

Overall Comments

- In this section you will give this employee an overall rating from the dropdown box.
- Click **Employee Response** to see the rating and comments the employee added.
- Any other comments that you feel are relevant and would like to be included in this review can also be added here.

For questions or problems please reach out to Human Resources:
US Staff: hريس@ciece.org
International Staff: awells@ciece.org

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The screenshot shows a web interface for a performance review. At the top, it displays 'Employee, Test' and 'Job Title >'. Below this, 'Review Period' is set to '2021 - 8/31/2022'. There are two progress indicators: 'Reviewer Assessment' is 'In Progress' and 'Employee Assessment' is 'Not started'. A sidebar on the left contains navigation links: 'Introduction', 'Rating Scale', 'Goals', 'Questions', 'Overall Comments' (highlighted), and 'Summary'. The main content area is titled 'Overall Comments' and includes an 'Employee Response' section with a 'Your Response' field and a 'Mark to do it later' button. Below this is a 'Rating' dropdown menu with the text 'Select a Rating' and a 'View rating description' link. At the bottom of this section is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a plus sign for more options.

Summary and Submission

This is a summary and review all the answers you have entered.

- There will be a green bar if you have answered everything required to submit your review.
- After reviewing, go back and make any changes, or click **Submit**.

The screenshot shows the 'Summary' section of the performance review. At the top, it displays 'MANAGER-Manager' with a 'View job description' link. Below this, 'Review Period' is set to '1/1/2022 - 12/31/2022'. There are two progress indicators: 'Employee Assessment' is 'Meets Expectations' and 'Reviewer Assessment' is 'In Progress'. A sidebar on the left contains navigation links: 'Introduction' and 'Rating Scale'. The main content area is titled 'Summary - CIEE Annual Review Plan' and features a prominent green bar with a checkmark icon and the text 'You can now submit this form.'

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Review Approval

Once completed your review will show as finalized.

<input type="checkbox"/>	EMPLOYEE	 PROGRESS	EMPLOYEE RATING	REVIEWER RATING
<input type="checkbox"/>	Employee, Test	 Finalized	Meets Expectations	Exceeds Expectati...

Releasing a Review

***This is a new step – reviews will not be submitted to Human Resources.**

Once you have completed your reviews you can schedule meetings with your employees for the performance discussion and release the reviews to them.

- On the **Performance Dashboard**, click the name of the review to open the Review Detail page for that review cycle.
- In the **Action** column on the **Employee** list, click **Action** for the review you want to release and select **Release Review to Employee**.