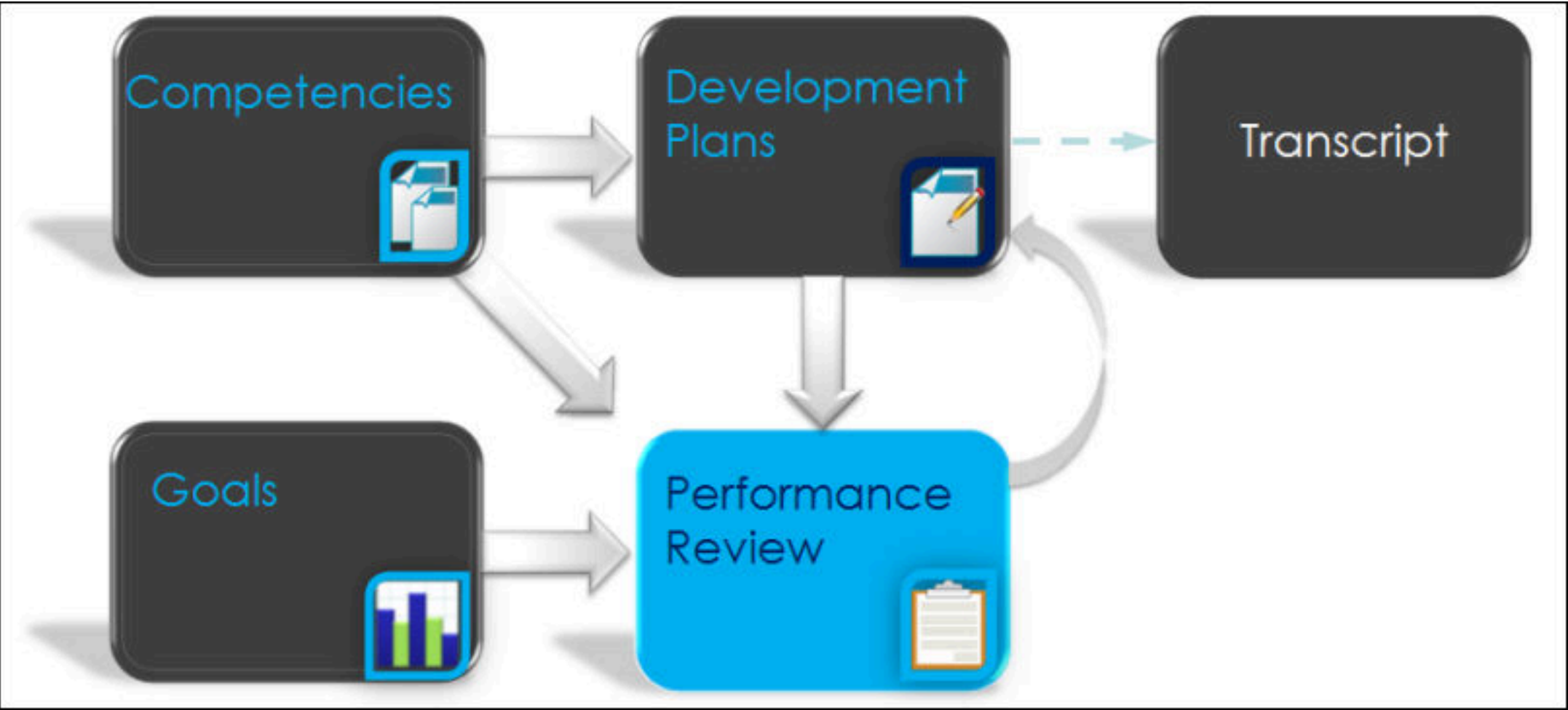




Performance Reviews Overview

The **Performance** module displays an integrated relationship with the LMS where tasks completed within **Performance** can lead back to training activities designed to enhance an employee's training and knowledge within your organization. To accommodate various workflows, **performance** functionality can be configured to include multiple steps of each major process that can result in an overall **performance** review. For example, competency assessments can be included in a **performance** review which can produce a tailored development plan based on the employee's overall **performance** review results influenced by the recent assessment.



Because the **performance** review tool can be integrated with many modules, **performance** review tasks can be configured to include multiple steps of a review process that occur in a defined sequence. For example, a review may first be sent to the user for a self-review, then to the user's peers or direct reports, then to the user's manager, and the feedback may be cumulative as if all the reviewer's responses were written on the same form.

Overall **performance** review scores and **performance** review section scores can display and round up to two decimal places. The **performance** review score precision is controlled by a backend setting and can be set to round to one or two decimal places. The default score precision is one decimal place. To change the **performance** review score precision from one decimal place to two decimal places, contact Global Customer Support.

- The score precision affects overall **performance** review scores, **performance** review section scores, and rating scale points across the entire portal.
- Note:** When calculating an overall **performance** review score, the **performance** review section scores are rounded before they are used to calculate the overall score.

Performance Review Process

Creating and deploying a **performance** review involves a series of steps. Before you begin to create your review in the system, it is a best practice to have a plan and documentation for what you would like to include in your review and the process flow for how you want your users to complete the process review. This plan may also include getting feedback and approval from others in your organization. The basic steps in the **performance** review process are:

- Define and create the sections of the **performance** review form.
- Create the **performance** review task including defining the sequence or steps for the review, who will complete the review, and the due dates of each step.
- Deploy the task to the user who completes the review.
- Users access and complete the review.

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