

ADP Workforce Now® Performance Dashboard: The Employee's Experience Quick Reference



Overview of the Employee's Experience

What Does the Performance Review Cycle Look Like?

The Performance Review Cycle for an employee consists of the four main activities identified in this graphic:



What Are the Employee's Activities in the Performance Review Cycle?

The activities that an employee performs both outside and in the Performance Dashboard are summarized in this graphic:

Activities outside of the Performance Dashboard

- Create personal goals
- Update goals

Activities in the Performance Dashboard

- Contribute to other employees' reviews (if requested)
- Complete self-evaluation
- Submit self-evaluation

Performance Goals

What Is a Performance Goal?

A performance goal is a target level of performance expressed as a tangible, measurable objective, against which to compare actual achievement.

In ADP Workforce Now Performance Dashboard, Managers create and assign team goals, as well as track your goals toward completing them in performance reviews. You create personal goals that align with your team goals. Your Manager can also create personal goals on your behalf.

How Do Employees Access Performance Goals?

Starting Point: Myself > Talent > Performance Goals

HOME RESOURCES MYSELF

Search

- Personal Information
- Employment
- Pay
- Time & Attendance
- Time Off
- Talent
- Benefits
- Performance Dashboard
- Performance Goals
- Career Center

My Time Off

As of today

REQUEST TIME OFF	TIME OFF POLICY	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
	Floater Day...	0.00 H	0.00 H	0.00 H
	Sick/Maladie	120.00 H	0.00 H	0.00 H

Performance Goals



Biggins, Peter

PRODSTF - Production Staff
Home Department : 700000 - Manufacturing

Tax ID (SIN)

Position ID
JFW6000005034

Current Goals Historical Goals

ADD REVIEWS & WEIGHTINGS

GOAL NAME	GOAL CATEGORY	GOAL LEVEL	PROGRESS	OBSTACLES	TARGET DATE	ACTION
Increase Market Share by 5%	Skills-Skills	Organizational goal	0%	None	29/07/2016	>
Improve Employee Engagemen...	TALENT-Talent	Team goal	0%	None	29/07/2016	>
Collaborate with other teams to...	Performance -Performa...	Team goal	0%	None	29/07/2016	>
Takes on one project involving ...	DEVELOPMENT-Develo...	Personal goal	0%	None	29/07/2016	>
Serve food at local food bank	DEVELOPMENT-Develo...	Personal goal	0%	None	29/07/2016	>



How Do Employees Create Personal Goals?

The screenshot displays the 'Performance Goals' page for Peter Biggins. The user is in the 'Create Goal' section, which has two tabs: 'Current Goals' and 'Historical Goals'. The 'Create Goal' form includes the following elements:

- 1**: Radio buttons for 'Create Goal' (selected) and 'Select from Goals List'.
- 2**: 'Goal Name*' text input field.
- 3**: 'Category*' dropdown menu, currently showing 'Personal'.
- 4**: 'Goal Level' dropdown menu, currently showing 'Personal'.
- 5**: 'Assign Date:' and 'Target Completion Date:' date pickers.
- 6**: 'CANCEL' and 'DONE' buttons.

A dropdown menu is open, showing a list of organizational goal categories:

- Improve Employee Engagement
- Improve Employee Engagement and Retention
- Increase Customer Retention by 7%
- Increase Customer Satisfaction by 10%
- Increase Market Share by 5%
- Collaborate with other teams to improve processes
- Collaborates with other departments
- Takes on one project involving social responsibility
- Perform one act of service to show the value of social responsibility
- CAREER - Career Plan
- Certifications - Licenses & Certifications
- DEVELOPMENT - Development
- Education - Education
- Membership - Membership
- Performance - Performance
- Skills - Skills
- TALENT - Talent
- TRAIN - Training

1. Create a new goal or select an organizational goal or team goal when you select from the Goals List.
2. Enter a **Goal Name**.
3. Select a Category.
4. Enter the **Goal Detail**.
5. Specify a **Target Completion Date**.
6. Click **Done**.

The Performance Dashboard

What Is the Performance Dashboard?

The Performance Dashboard is the landing page for all your performance review-related tasks. Administrators, reviewers and employees all see some version of the Performance Dashboard, which provides glimpses of information about performance reviews in which they are included.

Performance Dashboard

Reviews
1

Self Evaluation
Go Green Annual Review Plan

Reviewed By
Samuel Barbato

Due in 9 Days
Start Now

Contributing Feedback 1

Historical Reviews

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Performance Dashboard
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How Do Employees Complete and Submit a Self-Evaluation?

1. On the Performance Dashboard, click Start Now to complete the self-evaluation.
2. Refer to the data coins at the top of the review to see which sections are included in the review as shown here:

Go Green Annual Review Plan 14 August, 2016
01 August 2015 - 31 July 2016

Peter Biggins
PRODSTF - Production Staff
VIEW MORE

4 Goals 7 Questions 10 Competencies

Not Started INSTRUCTIONS

GOAL 1
(Organizational Goal) Weighted at 25%

Increase Market Share by 5%

0% Complete View Goal Description

Your Response

Select a Rating

Select a Rating

Exceeds Job Requirements

Sometimes Exceeds Job Requirements

Meets Job Requirements

Sometimes Falls Below Job Requirements

Falls Below Job Requirements

GOAL 2
(Team Goal) Weighted at 25%

Takes on one project involving social responsibility

0% Complete View Goal Description

Your Response

SAVE

CLOSE

3. Complete all of the sections of the review, and assign ratings where indicated.
4. Scroll down to the Summary section of the review.
5. If a rating scale is used, assign a rating and enter any comments if required.
6. Scroll down to the Attachments section of the review.
7. Attach any applicable documents.
8. Click **Submit**.