

Employee Talent/Performance - MyADP

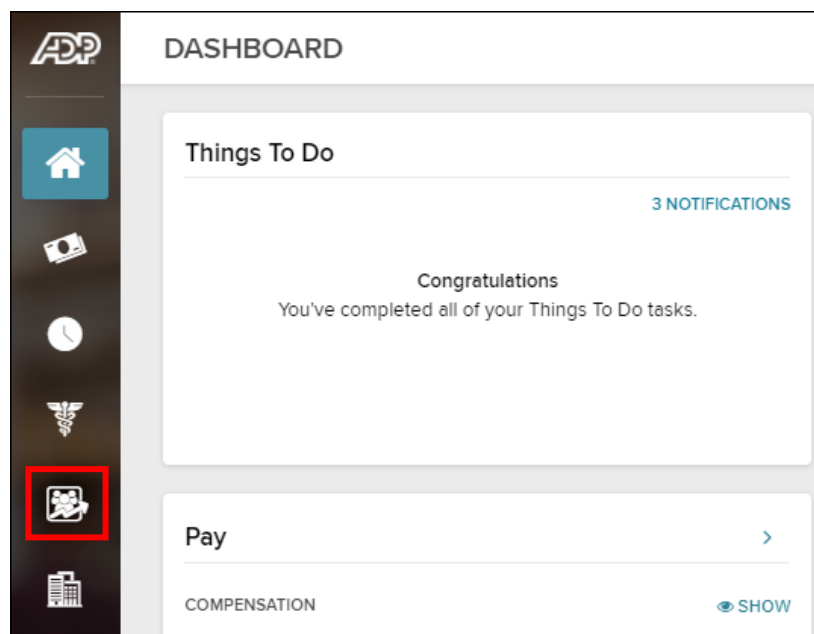
The new MyADP Performance page contains multiple tools to track your performance throughout the year and share progress updates with your manager.

The Performance page is made up of three sections: Goals, Performance Dimensions, and Development Activities. You are able to add unique Goals and Development Activities and then track your progress towards completion. You can also add notes and updates to the assigned Performance Dimensions. More information regarding how to do these items are discussed later in this document. Note, all comments added to the system can be viewed by your manager, though the frequency in which managers review these may vary throughout the year. If there is an urgent matter, be sure to reach out to your manager directly for assistance and guidance.

Each employee will receive a performance evaluation conducted by their manager. A probationary evaluation will occur six months after your initial hire date or promotion/transfer date, and an annual evaluation will follow at twelve months. Thereafter, evaluations are performed on an annual basis.

Documenting your progress and accomplishments throughout the year makes the annual evaluation process more accurate as this information is available to your manager when they are completing your evaluation. Note, your manager is given a snapshot of your comments and progress 31 days before your evaluation is due, so be sure to make any final updates before this time! Any updates you make after this snapshot is taken will not be automatically incorporated into your evaluation.

To access the Performance page from your MyADP dashboard, click the talent icon on the left-hand side of the screen.



Goals

You can create individual goals specific to your job and objectives for the year. Your manager can also assign specific or department focused fiscal goals for you to work toward accomplishing. To add a goal, select Create Goals and then enter a Goal Name and Description. You may also include a start/due date and measurement metrics.

GOALS
PERFORMANCE DIMENSIONS
DEVELOPMENT ACTIVITIES

Goals

⋮

Goals	WEIGHT (0%)	COMMENTS
<div style="border-left: 2px solid #0070c0; padding-left: 5px;"> <p>01 FY2020 Test Goal</p> <p>🔄 On Track</p> </div>	0	<div style="background-color: #0070c0; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div> <p>5 minutes ago</p>
<div style="border-left: 2px solid #ccc; padding-left: 5px;"> <p>02 FY2020 Test Goal</p> <p>🚫 Not Started</p> </div>	0	<div style="background-color: #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div>

+ Create Goals
📁 View Archive
📄 Export to PDF

Create Goals
✕

DEFINE

NAME* 0 / 200

DESCRIPTION* 0 / 2000

%

START DATE

DUE DATE

MEASUREMENTS

How would you measure the completion of your goals? Consider the four measurement areas of Indicator, Unit of Measure, Baseline and Target to do this.

MEASUREMENT

SUBMIT
✕ CANCEL

Throughout the year, you are able to add notes and update the progress made towards your goals. To do so, click on the arrow on the right-hand side.

GOALS	PERFORMANCE DIMENSIONS	DEVELOPMENT ACTIVITIES
Goals		
	WEIGHT (0%)	COMMENTS
01 FY2020 Test Goal On Track	0	2 15 minutes ago
02 FY2020 Test Goal Not Started	0	0

This will bring you to the Details page. Here you can add comments, update your progress towards the achievement of your goal, and make note of any obstacles you may be encountering. The history of these comments and activities can be seen both by you and your manager in real time.

BACK
Details

01 FY2020 Test Goal

Test Goal 01 for FY2020. This is assigned to all employees so all test scenarios have at least one goal assigned for testing.

START DATE:	DUE DATE:	WEIGHT	PROGRESS:	STATUS
Jan 01, 2020	Dec 31, 2020	0%	30%	On Track

UPDATE STATUS

COMMENT

0 / 1000

STATUS

On Track
 Minor Obstacle
 Major Obstacle

PROGRESS: 30%

0100

ACTUAL END DATE:

MMM DD, YYYY

SUBMIT UPDATE

PREVIOUS

NEXT

Comments and Activities

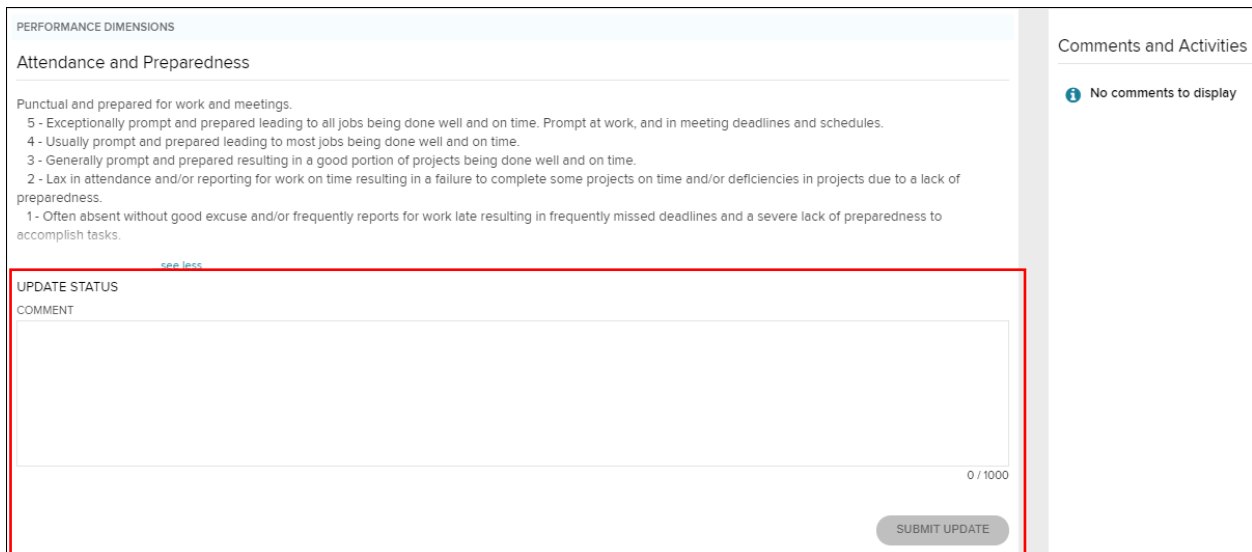
Completed xyz. -- on May 04, 2021

On Track ##
Progress Changed to 30% ## -- on May 04, 2021

Performance Dimensions

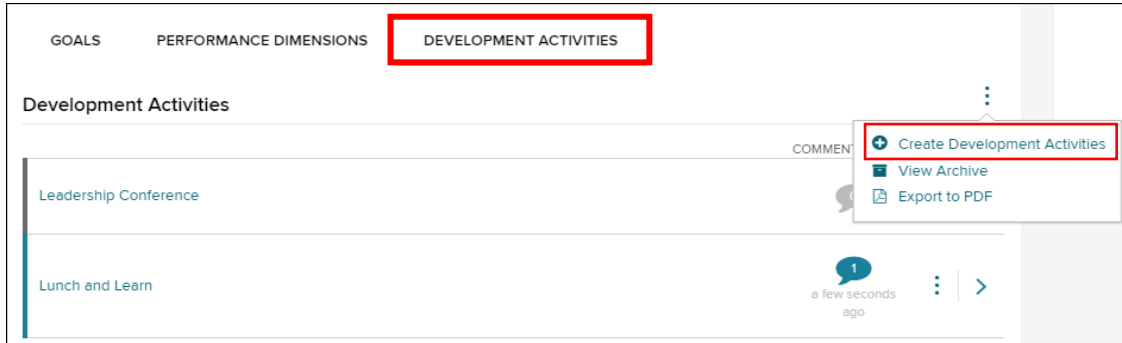
There are 14 metrics you will be rated on during your performance evaluation which together comprise your overall performance evaluation rating. These match the same competencies employees were evaluated on in prior years. These metrics include Attendance and Preparedness, Initiative, Interpersonal Skills, Job Knowledge, Motivation, Performance in Emergencies, Quality of Work, Quantity of Work, Reading & Listening Skills, Safety Effectiveness, Self Development, Teamwork, Verbal & Writing Skills, and Versatility. Employees in manager positions will have additional metrics.

You can add comments throughout the year by clicking on the arrow on the right-hand side of any Performance Dimension. Your manager may also add comments to your Performance Dimensions throughout the year.



Development Activities

You can also set development activities to encourage your professional interests and support your career growth.



Throughout the year, you can add notes and update your progress towards your Development Activities. To do so, click on the arrow on the right-hand side.



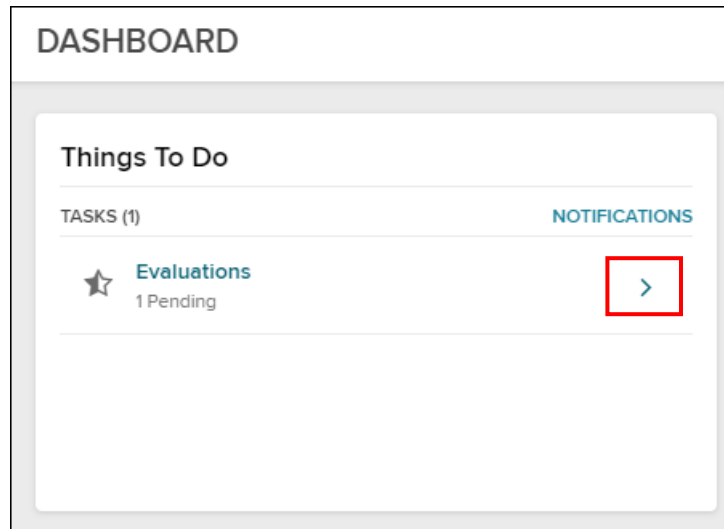
You can then enter notes and update your progress on the selected activity. A history of your notes and progress will be viewable on the right-hand side.



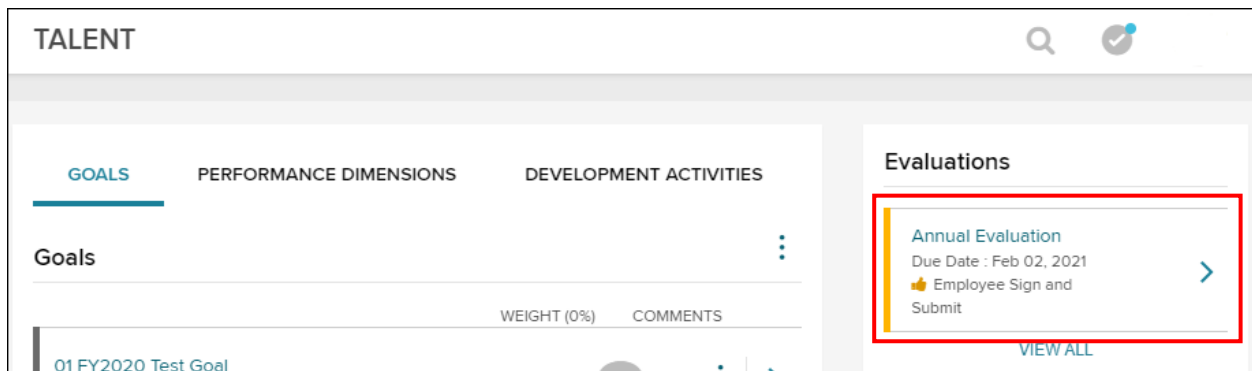
Performance Evaluations

Evaluations are generated for your manager’s review 31 days before their due date (your probationary/annual evaluation date). A system generated email will be sent to you 7 days prior to the generation of your evaluation to allow you time to make any final updates and comments to applicable Goals, Performance Dimensions, and Development Activities so your manager has the most up to date information to complete your evaluation with. Once your evaluation is generated, any additional notes or comments you may add will not be automatically incorporated.

When your manager completes your performance evaluation, you will be notified on your Dashboard that your evaluation is pending action within MyADP. To view the evaluation, click on the arrow.



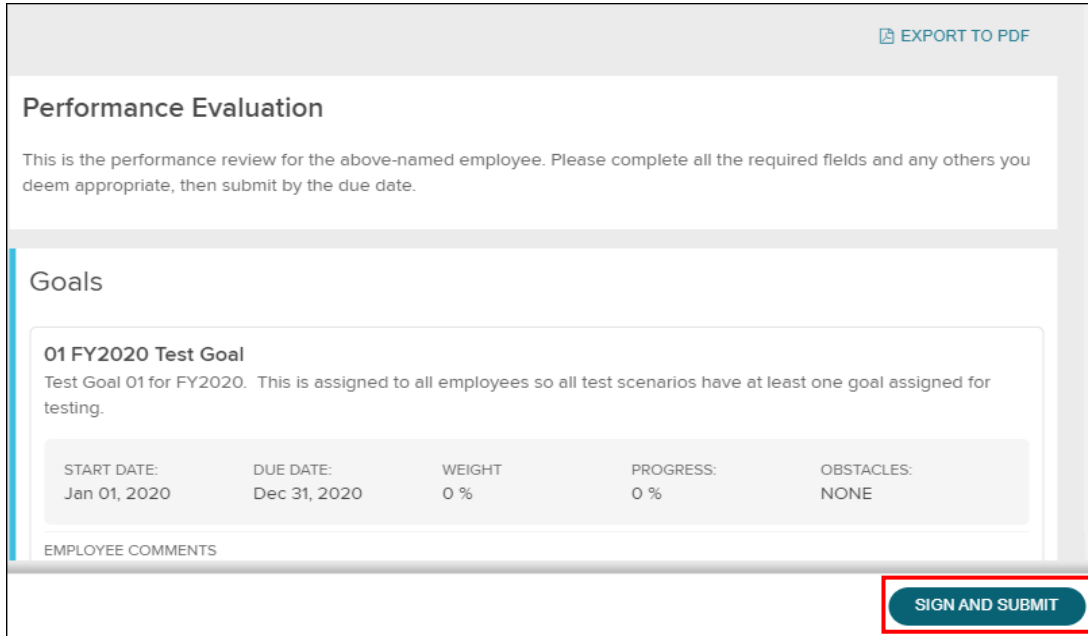
You will then be taken to the Performance page and will need to select your Annual Evaluation from the right-hand panel.



This will open the evaluation where you will be able to view all of the ratings and comments your manager provided. Once you have reviewed this information, please click Sign and Submit in the lower right-hand corner to acknowledge that you have reviewed the evaluation.

You have the opportunity to add your own overall comments when completing this step as well.

Note, any merit-based pay increases will be communicated to you by your manager. Pay increases will not be indicated within the Performance Evaluation.



[EXPORT TO PDF](#)

Performance Evaluation

This is the performance review for the above-named employee. Please complete all the required fields and any others you deem appropriate, then submit by the due date.

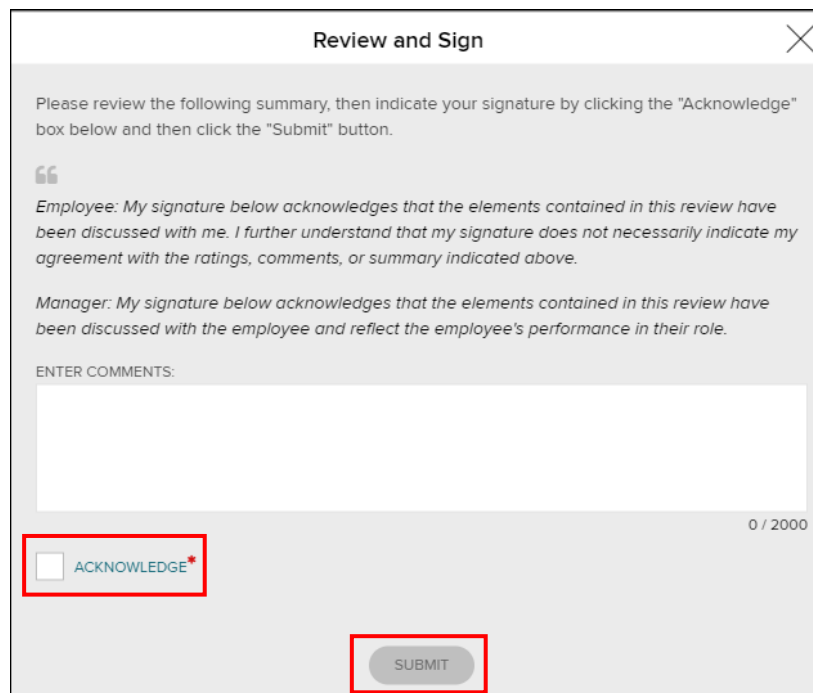
Goals

01 FY2020 Test Goal
Test Goal 01 for FY2020. This is assigned to all employees so all test scenarios have at least one goal assigned for testing.

START DATE:	DUE DATE:	WEIGHT	PROGRESS:	OBSTACLES:
Jan 01, 2020	Dec 31, 2020	0 %	0 %	NONE

EMPLOYEE COMMENTS

SIGN AND SUBMIT



Review and Sign

Please review the following summary, then indicate your signature by clicking the "Acknowledge" box below and then click the "Submit" button.

“
Employee: My signature below acknowledges that the elements contained in this review have been discussed with me. I further understand that my signature does not necessarily indicate my agreement with the ratings, comments, or summary indicated above.

Manager: My signature below acknowledges that the elements contained in this review have been discussed with the employee and reflect the employee's performance in their role.

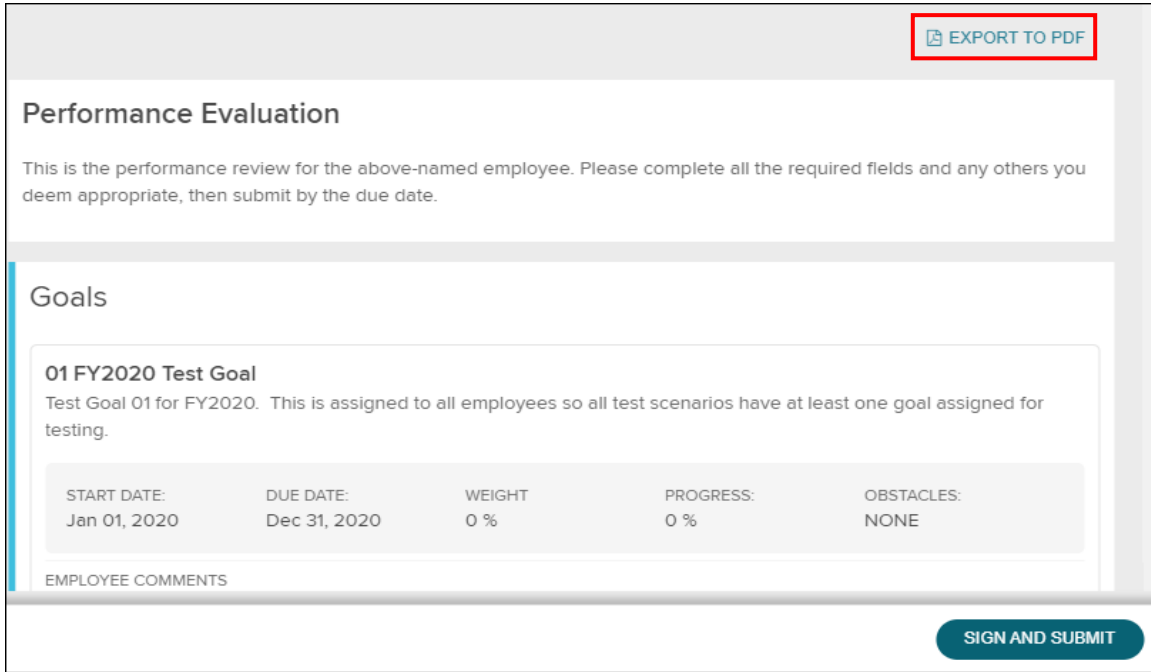
ENTER COMMENTS:

0 / 2000

ACKNOWLEDGE*

SUBMIT

You are able to download a PDF of your performance evaluation; however, your detailed evaluation history will also always be accessible within the Performance page to reference.



Performance Evaluation

This is the performance review for the above-named employee. Please complete all the required fields and any others you deem appropriate, then submit by the due date.

Goals

01 FY2020 Test Goal
 Test Goal 01 for FY2020. This is assigned to all employees so all test scenarios have at least one goal assigned for testing.

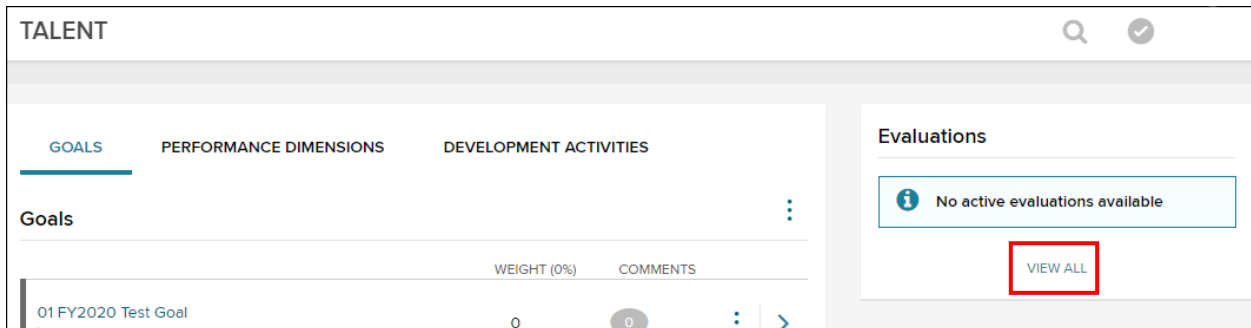
START DATE:	DUE DATE:	WEIGHT	PROGRESS:	OBSTACLES:
Jan 01, 2020	Dec 31, 2020	0 %	0 %	NONE

EMPLOYEE COMMENTS

EXPORT TO PDF

SIGN AND SUBMIT

You can access prior evaluations from the Performance page by clicking View All under the Evaluations section. Then, you can click on any evaluation to open up more information and download the PDF, if desired.



TALENT

GOALS | PERFORMANCE DIMENSIONS | DEVELOPMENT ACTIVITIES

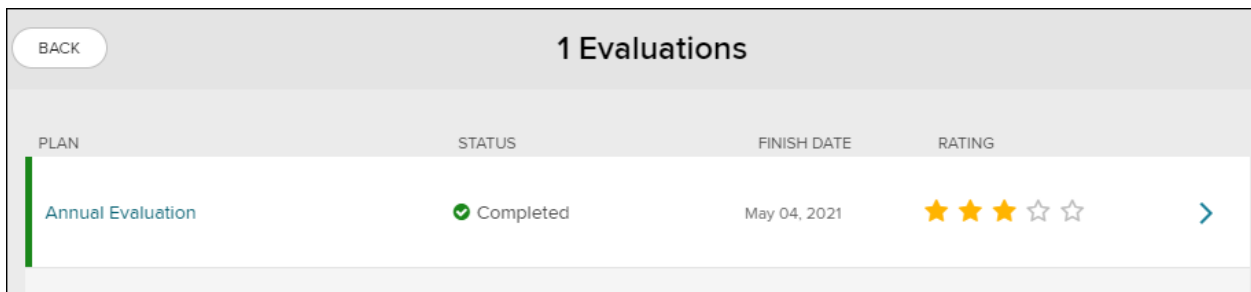
Goals

	WEIGHT (0%)	COMMENTS
01 FY2020 Test Goal	0	

Evaluations

No active evaluations available

VIEW ALL



1 Evaluations

BACK

PLAN	STATUS	FINISH DATE	RATING
Annual Evaluation	Completed	May 04, 2021	★★★★☆