# 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.
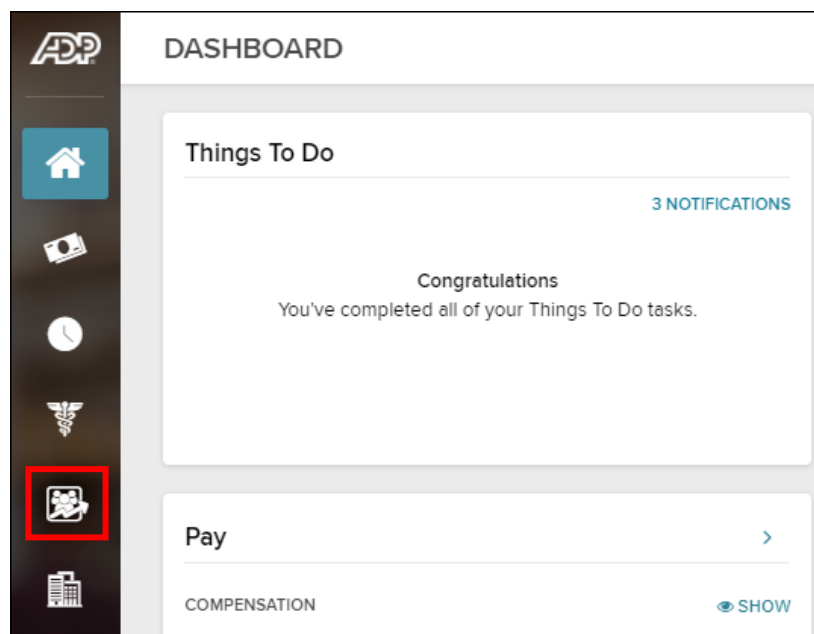
Goals

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.

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.

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.

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.
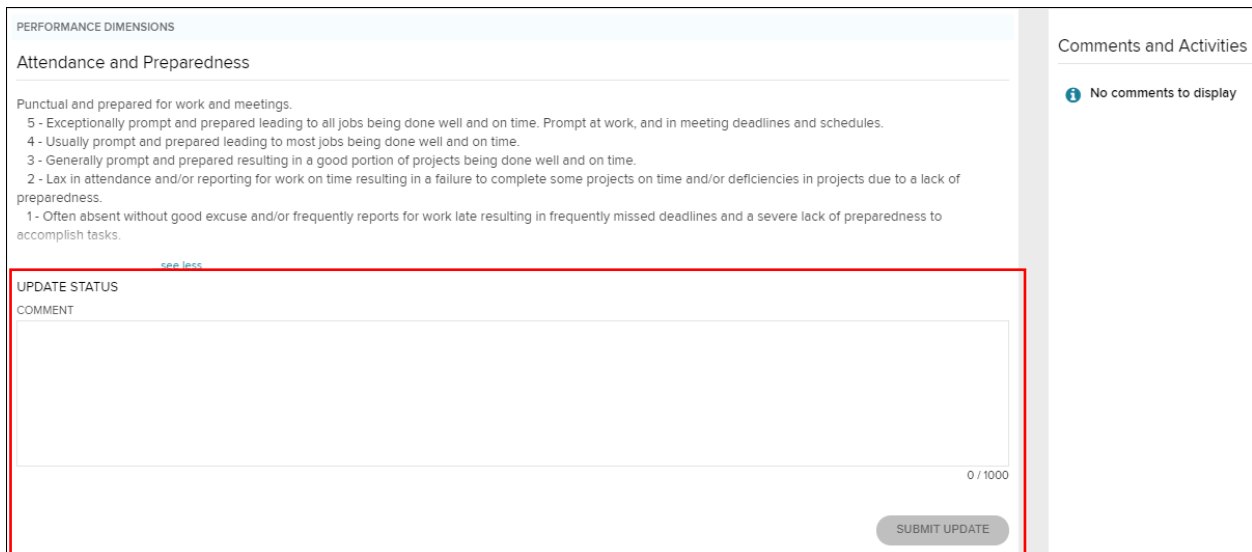
Development Activities

You can also set development activities to encourage your professional interests and support your career growth.
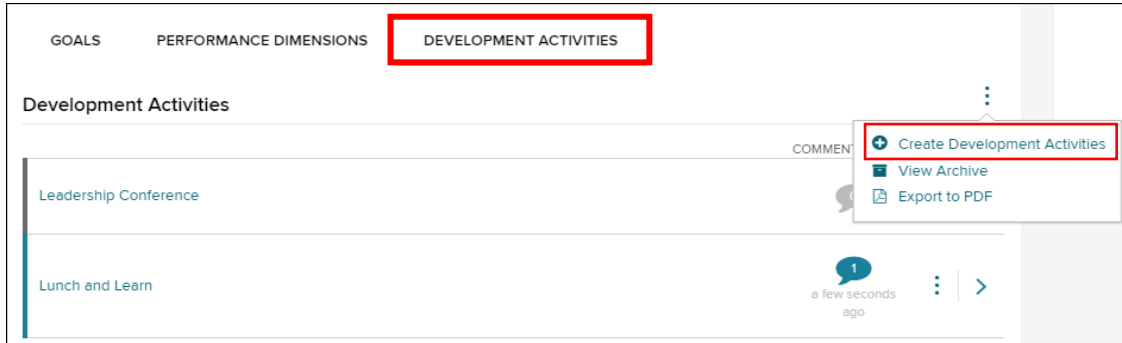
Throughout the year, you can add notes and update your progress towards your Development Activities. To do so, click on the arrow on the right-hand side.


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.
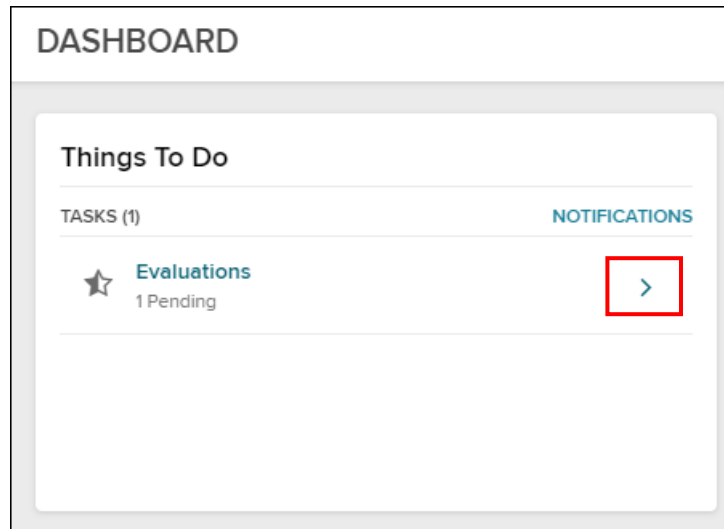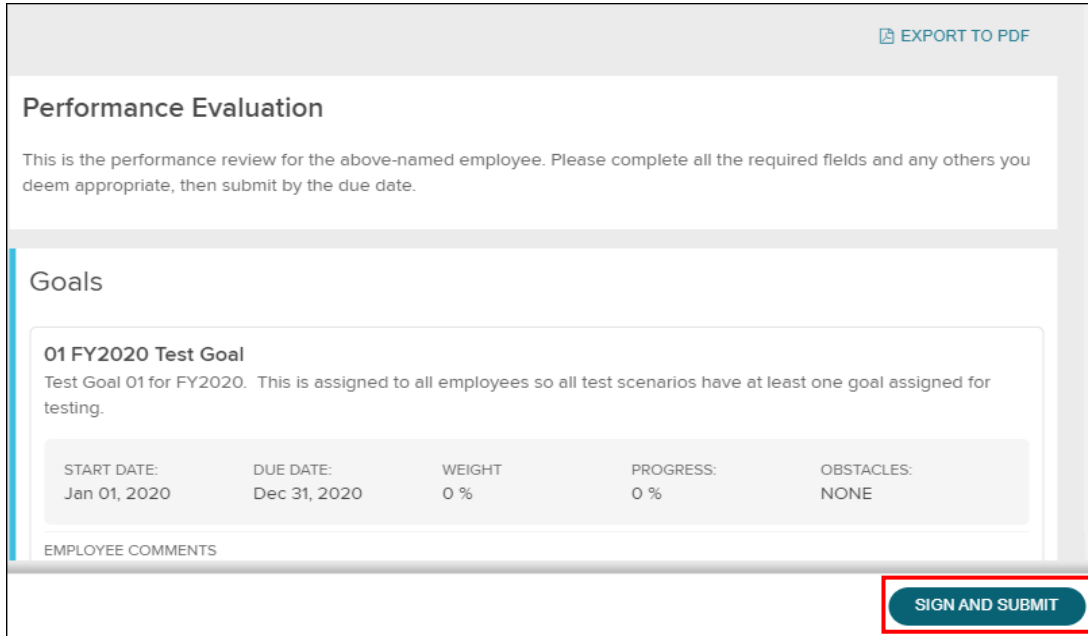
You will then be taken to the Performance page and will need to select your Annual Evaluation from the right-hand panel.
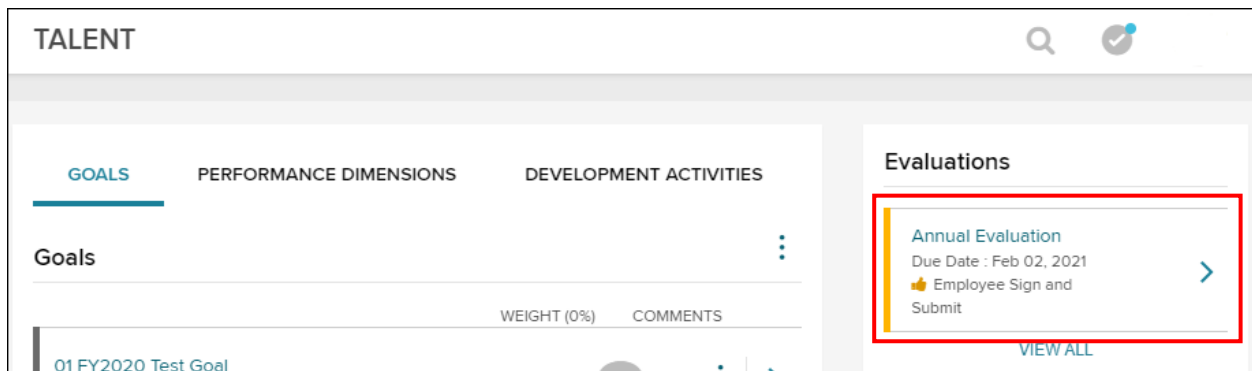
This will open the evaluation where you will be able to view all of the ratings and comments your manager provided. Once you have reviewed this information, please click Sign and Submit in the lower right-hand corner to acknowledge that you have reviewed the evaluation.

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.

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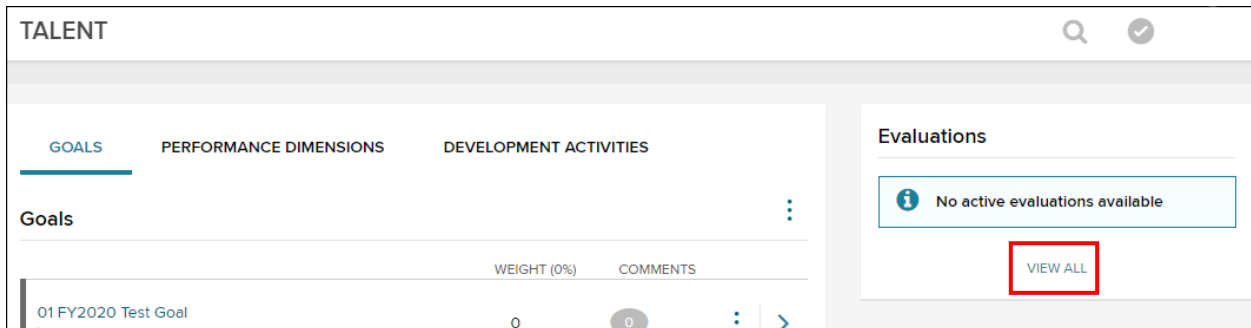
You can access prior evaluations from the Performance page by clicking View All under the Evaluations section. Then, you can click on any evaluation to open up more information and download the PDF, if desired.