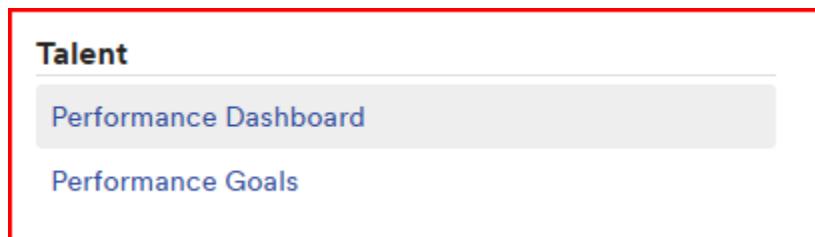




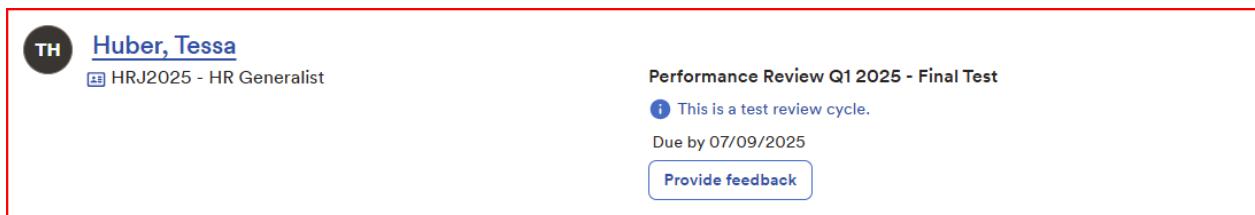
Performance Dashboard Reference Guide (ADP)

Accessing the Performance Dashboard and Providing Manager Feedback: Log in to your [ADP homepage](#), then follow these steps:

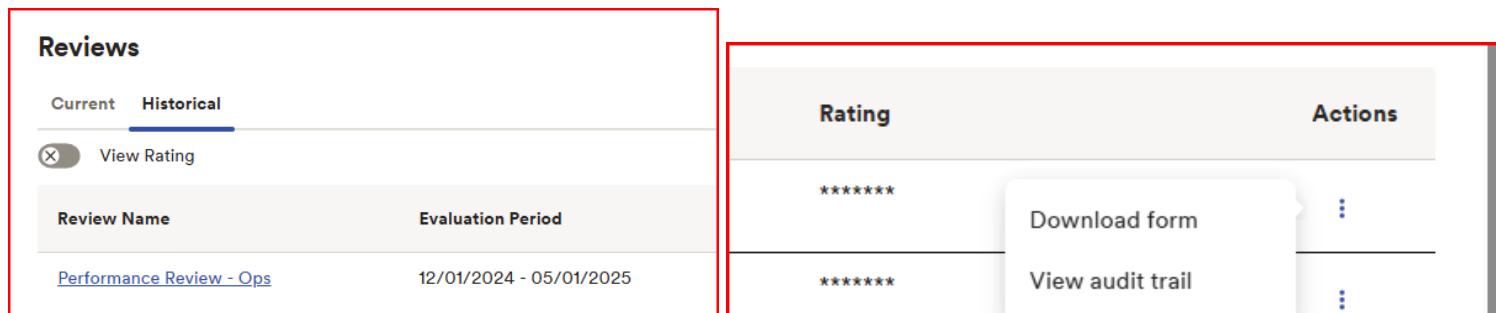
1. Go to **My Team > Talent > Performance Dashboard**



2. You'll see a list of your direct reports to review and complete the assessment. Click on **Provide Feedback** to complete the assessment for each individual.



Tip: To view an employee's past reviews, click **their name**, then go to the **Historical** tab. From there, click the **three dots** under Actions to download a review form if needed.



3. Follow the instructions and click **Next** to start the assessment.

Review Name
Performance Review Q1 2025 - Final Test

Welcome to the Q1 2025 Performance Evaluation process for WhiteWater Express, covering the period from December 2024 to May 2025.

This review is your opportunity to provide meaningful, specific feedback that supports each team member's development and growth. As a manager, your input helps reinforce what great performance looks like—and helps us grow future leaders.

Each evaluation includes:

- **Goals (25%):** Review progress toward individual goals set for this period.
- **Winning Behaviors (75%):** Assess how each employee demonstrates our core values—**Passion, Curiosity, Innovation, Care, and Accountability**.

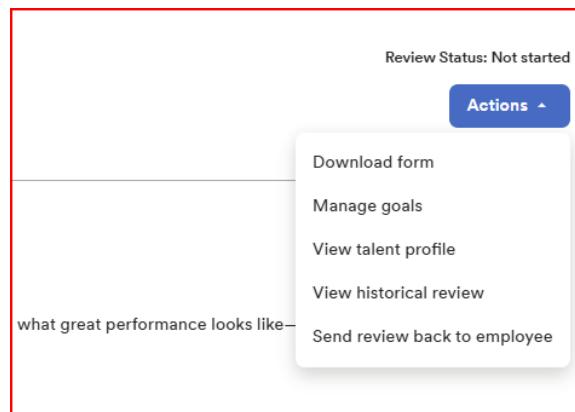
Use the 1–5 rating scale and refer to the updated descriptions and examples provided to guide your ratings. Focus on observed behaviors and outcomes, and include comments that show *why* you chose each rating.

If you're unsure how to apply the Winning Behaviors or rating scale, reach out to your supervisor or HR partner for support.

Let's make this a valuable process for your team—and a moment to recognize what's working and where we can grow.

Cancel Save **Next >**

4. Throughout the review, you can click **Actions** (top right) at any step to download the review or manage the team member goals.



5. For each goal and behavior, select a **Rating**, add **Comments**, and optionally click Add Attachments.

Employee Response

Reviewer Response Mark to do it later **Add attachment**

Rating * [View rating description](#)

Meets Expectations

Comments *

B *i* U A: Words: 2 Characters: 13

Type comments

6. **Overall Comment:** Write a brief, professional summary that highlights the employee's strengths, notes any areas for improvement, and outlines how you plan to support their growth.

Overall Comments

Employee Response

Reviewer Response

Mark to do it later

Comments

B i U A: = = = ¶ ↵ ↵ ↵ - +:

Type overall comments.

7. For the final step, review the summary. If you're not ready, click **Save** to return later. If you're ready to submit and see the below warning about differing scores between your rating and the employee's, you can ignore it—it just means your rating is not the same as the employee's. Click **Submit** to send the assessment to HR for approval.

Review Assessment

3.15 Meets Expectations

In Progress

Employee Assessment

3.85 Meets Expectations

Submitted

Summary - Performance Review Q1 2025 - Final Test

⚠ There are warnings in this section. We recommend you to review them before submitting the review form. [Hide Warnings \(1\)](#)

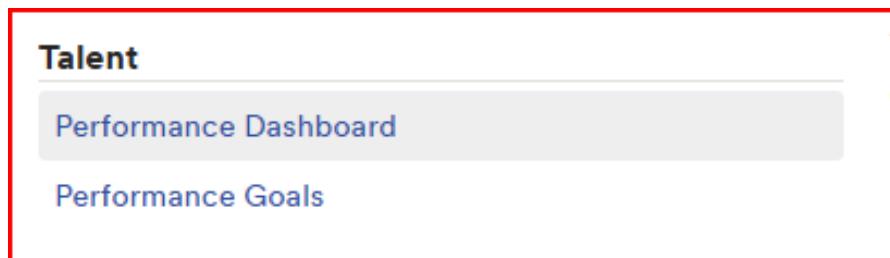
⚠ There is a difference between your rating and the employee's rating.

Save

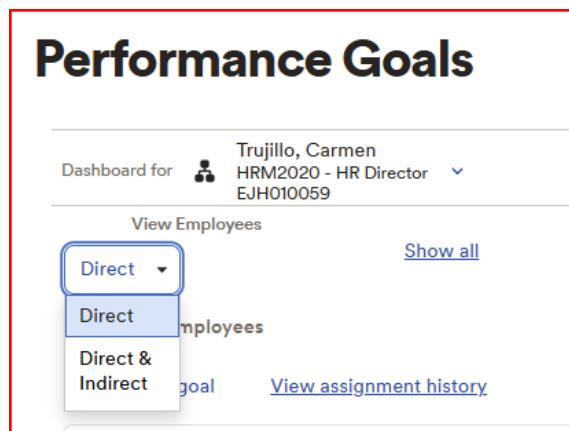
Submit

Accessing and Managing Performance Goals Dashboard in ADP: Log in to your [ADP homepage](#), then follow these steps:

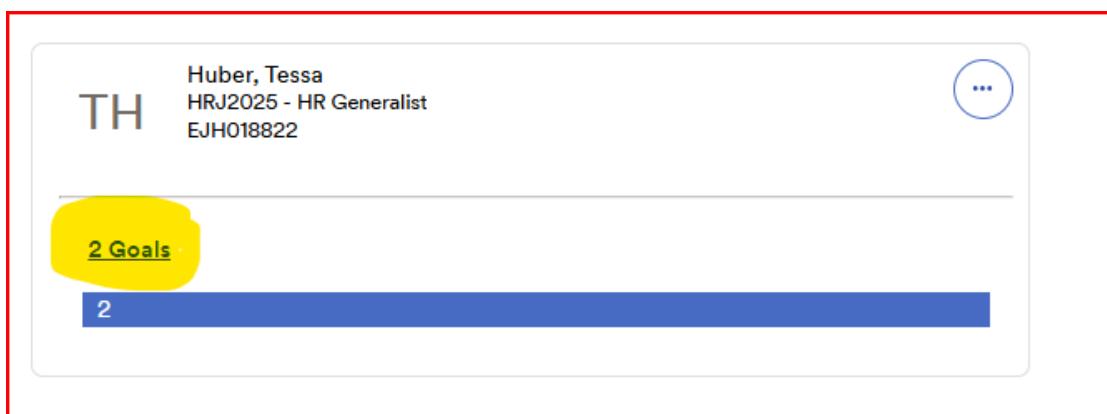
1. Go to **My Team > Talent > Performance Dashboard**



2. You'll see a list of your direct reports to manage their goals. To view goals for Direct or Indirect Reports, use the **dropdown menu**.



3. To view existing goals, click the **number of goals**. This opens a new screen where you can edit the employee's goals.



4. Click the **three dots** to edit the goals.

5. You can add a goal description and set the start and end dates to include it in the performance review. Click **Submit** when done. This performance evaluation runs from December 2024 to May 2025.

6. To add a new goal for the upcoming performance review period, click the **three-dot menu (·)** and select "**Create Goal**." When entering the goal details, set the target start date to **June 1, 2025**, and the target completion date to **December 31, 2025**.

The goal must be entered by August 15, 2025. It is the manager's responsibility to verify that a new goal (or goals) has been entered.