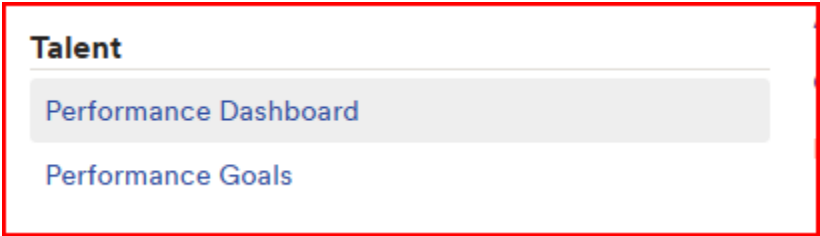




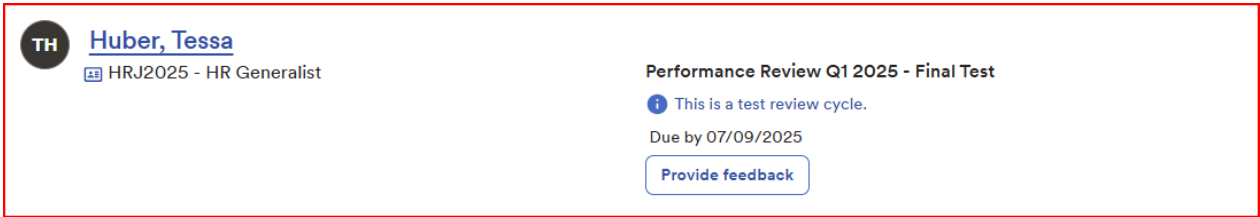
Performance Dashboard Reference Guide (ADP)

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

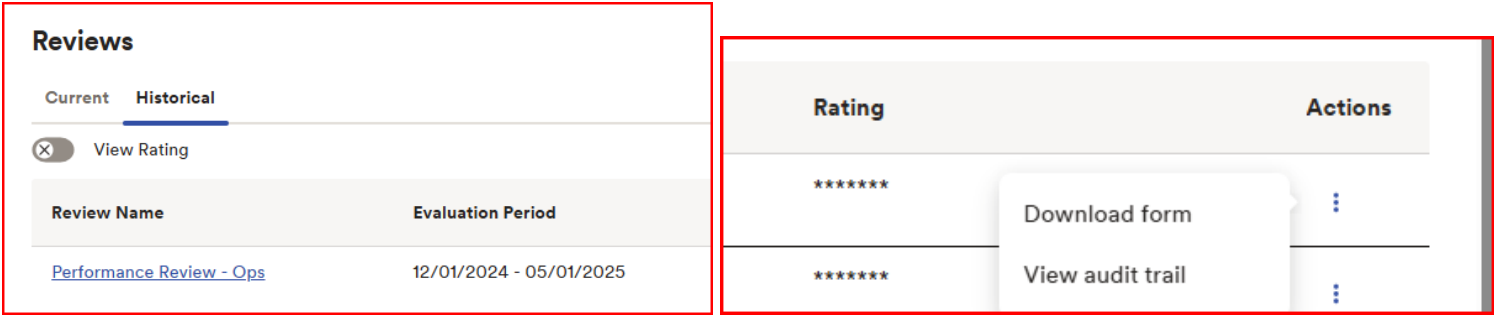
- 1. Go to **My Team > Talent > Performance Dashboard**



- 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.

The screenshot shows the 'Introduction' page of a performance review. On the left is a sidebar with navigation links: Introduction (selected), Rating Scale, Goals (25%), Competencies (75%), Overall Comments, and Summary. The main content area is titled 'Performance Review Q1 2025 - Final Test'. It contains a welcome message, instructions on how to use the 1-5 rating scale, and a list of evaluation criteria: Goals (25%) and Winning Behaviors (75%). At the bottom right, there are 'Save' and 'Next >' buttons.

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

The screenshot shows a dropdown menu titled 'Actions' in a blue button. The menu is open, showing five options: 'Download form', 'Manage goals', 'View talent profile', 'View historical review', and 'Send review back to employee'. The background shows a blurred view of the review interface with the text 'what great performance looks like—' visible.

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

The screenshot shows the 'Employee Response' section of the review. It includes a 'Reviewer Response' header with a 'Mark to do it later' flag and an 'Add attachment' button. Below this is a 'Rating' section with a dropdown menu currently set to 'Meets Expectations' and a 'View rating description' link. The 'Comments' section features a rich text editor with various formatting tools (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent) and a 'Type comments' text area. At the bottom right, it shows 'Words : 2' and 'Characters : 13'.

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.

Introduction

Rating Scale

Goals (25%)

Competencies (75%)

Overall Comments

Summary

Overall Comments

Employee Response

Reviewer Response

Mark to do it later

Comments

B*i*UA:≡≡≡¶:🔗📄-+:

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.

b description

Reviewer 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 \(1\)](#)

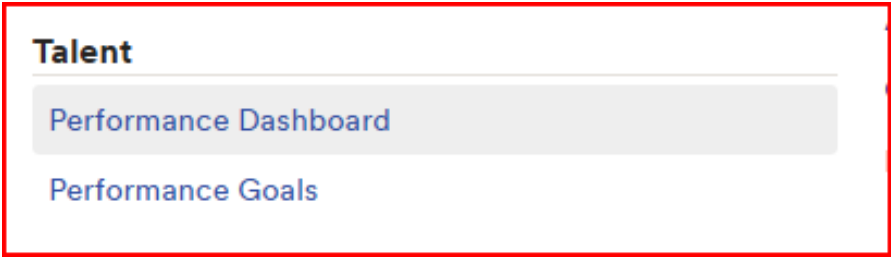
⚠️ There is a difference between your rating and the employee's rating.

Save

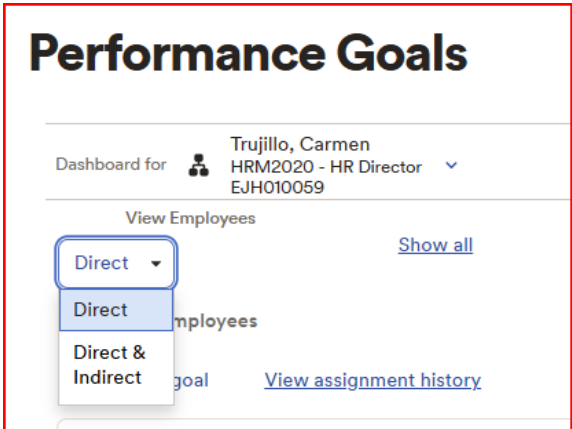
Submit

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**



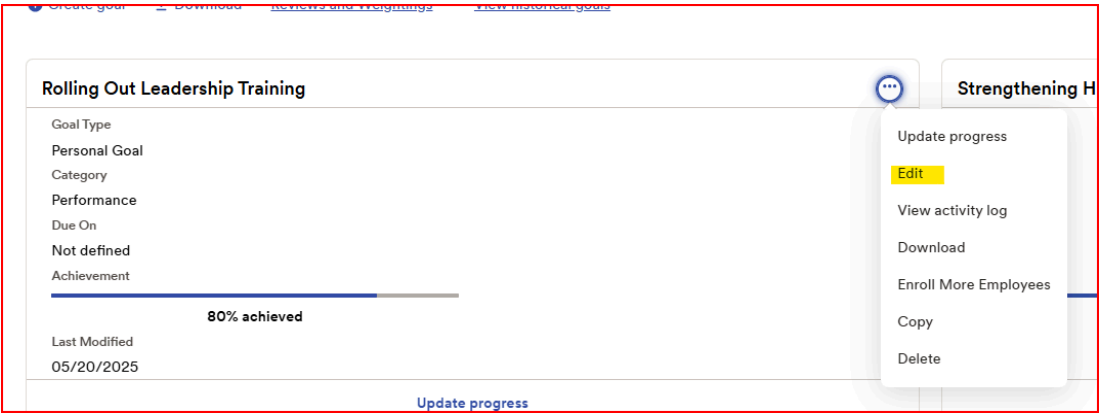
- 2. You'll see a list of your direct reports to manage their goals. To view goals for Direct or Indirect Reports, use the **dropdown menu**.



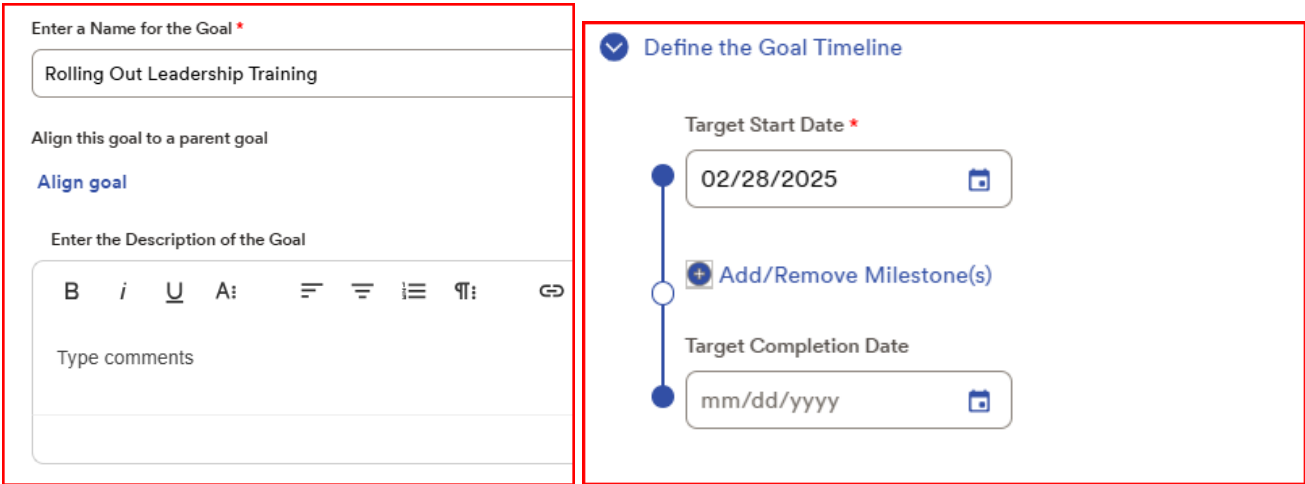
- 3. To view existing goals, click the **number of goals**. This opens a new screen where you can edit the employee's goals.



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.