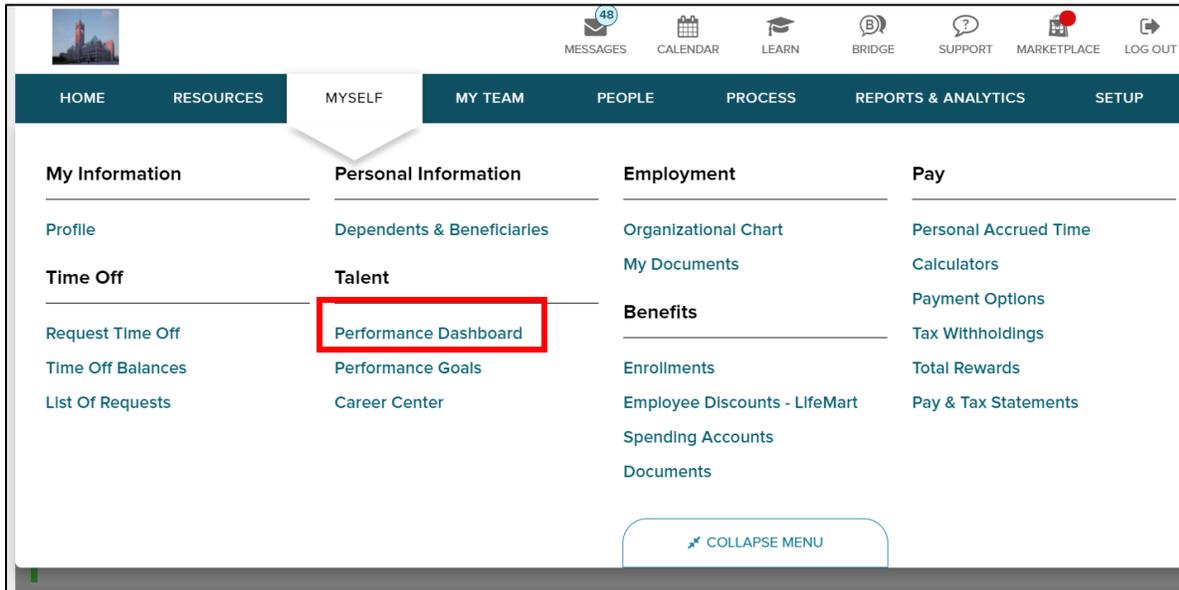


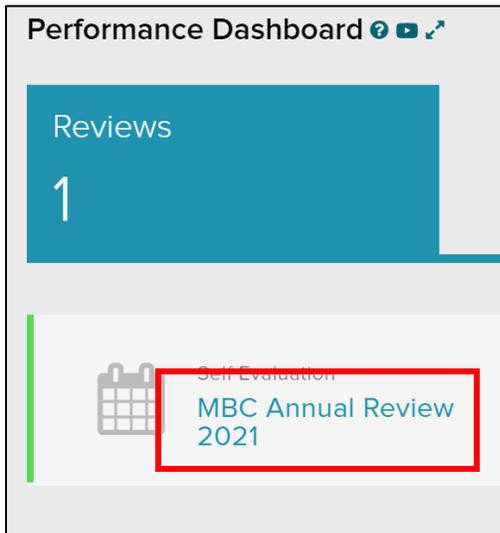
## ADP Performance Management – Instructions for Self-Assessment

Start by navigating to the performance dashboard:

Myself > Talent > Performance Dashboard



Click on **MBC Annual Review 2021**



### Competencies – 5 Total

- Select a rating using the drop-down menu
- The Comments box is optional – Employees may use this space to share specific examples with their supervisor

### Core Value Questions – 5 Total

- The core values do not have a rating scale
- In the Comments box, employees will share an example of how they demonstrate each MBC core value

### Overall Comments

- Select an overall rating using the drop-down menu
- The Comments box is optional – Employees will use this space to share any additional thoughts with their supervisor.

**Tip:** Employees can save the self-assessment as a draft before officially submitting.

### Submit the Self-Assessment

Employees may submit the self-assessment when there are green checkmarks for COMPETENCIES, QUESTIONS, & OVERALL COMMENTS

11/17/2021 10/31/2022

- INTRODUCTION
- RATING SCALE
- COMPETENCIES (100%) ▶
- QUESTIONS (0%) ▶
- OVERALL COMMENTS
- SUMMARY

Submit the self-assessment by clicking the SUBMIT button on the bottom of the form

VIEW ALL RESPONSES

SAVE