## ADP Performance Management – Instructions for Self-Assessment

Start by navigating to the performance dashboard:

Am		MESSAGES CALENDAR LEARN BRI	DGE SUPPORT MARKETPLACE LOG OUT
HOME RESOURCES	MYSELF MY TEAM	PEOPLE PROCESS RE	PORTS & ANALYTICS SETUP
My Information	Personal Information	Employment	Pay
Profile	Dependents & Beneficiaries	Organizational Chart	Personal Accrued Time
Time Off	Talent	My Documents	Calculators
		Benefits	Payment Options
Request Time Off Time Off Balances	Performance Dashboard Performance Goals	Enrollments	Total Rewards
List Of Requests	Career Center	Employee Discounts - LifeMart	Pay & Tax Statements
		Spending Accounts	
		Documents	
		x <sup>⊀</sup> COLLAPSE MENU	

Myself > Talent > Performance Dashboard

## Click on MBC Annual Review 2021

Performance Dashboard 🛛 🗖 🖍		
Reviews		
1		
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

Your Response	Mark to do it later
Rating * View Rating	Description
Select a Rating	~

**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

		Please share an example of how you demonstrate MBC's core value of INTEGRITY:
0	INTRODUCTION	Core Values
0	RATING SCALE	
0	COMPETENCIES (100%)	Your Response Mark to do it later O ADD ATTACHMENT
0	QUESTIONS (0%)	Comments *
	<b>i</b> INSTRUCTIONS	B <i>i</i> <u>U</u> A: = = = i≡ ¶: ⊂⊃ ⊞ – +:
	QUESTION 2	
	QUESTION 3	Characters : 0
		Citalacters. 0

**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



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

VIEW ALL RESPONSES	
SAVE	SUBMIT