



2018 Performance Pro

Employee Self-Acknowledgement Steps

Access your Performance Review

1



* Login Name

* Password

[Forgot password?](#)

Login

Maintenance Periods:

Monday 10:00pm - Midnight (Pacific)

Thursday 10:00pm - Midnight (Pacific)

Access may not be available during maintenance hours.

Thank you for your patience.

Report a Life Event

Change Federal Tax
Elections (W-4)

Change State Tax
Elections

View Organization
Chart

Timesheet

Performance
Management

2

1. Sign into SyncHR.
2. From the Myself Page click Performance Management.

Select your Performance Review



Home Support Spell Check Language Check



Performance Pro Central
Home

Employee Documents

Performance History

Employee Goal Tools

Appraisals

< November 2018 >

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Appraisal Due
 Alert

Required

[Configure Home](#)

To be signed

[My Current Appraisal](#)

Completed	Item	Name
11-29-2018	Appraisal	Zimmerman, Katherine

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Assigned

Welcome Message

Company files

Overdue items

Due Date	Item	Name	Title
There are currently no overdue items			

File Name	View
No files have been uploaded	

Employee Notes

Upcoming items

Date	Title	Delete
No employee notes are listed		

Due Date	Item	Name
There are no upcoming items.		

View All

[Add](#)

User



3. Select your review.

View your Performance Review



Employee Documents

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< November 2018 >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
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25	26	27	28	29	30	1

Appraisal Due

Alert

Performance Pro Central Home

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View: Jump To:

4. Change the view. Print or view PDF.
5. Expand or collapse comments.

Employee Information Summary

Employee:	Katherine Zimmerman	Hire Date:	12-08-2001	Position:	MARKETING MANAGER
Department:		Division:		Location:	
Review Period:	10-01-2015 - 09-30-2016	Appraiser:	Smith, Henry	100%	

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Appraisal Overview

Competency (50%)

Accountability/Commitment	8%
Flexibility	8%
Business knowledge	7%
Creativity	7%
Customer Focused	7%
Effective Communication	7%
Individual Leadership	7%
Teamwork	7%
Initiative/Motivation	7%
Planning and Problem Solving	7%
Personal Qualifications	7%
Effective People Management	7%
Code of Conduct	7%
Vision	7%

Goal (50%)

My Objective	100%
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Competencies

Sign your Performance Review

By signing below, the Employee and Appraiser(s) acknowledge that this Performance Appraisal has been discussed. They each understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of that disagreement.

Electronic Signature: Zimmerman, Katherine(Employee)

Signature	Signed Date	Action
Zimmerman, Katherine Employee		<input type="checkbox"/> Check this box to sign this document electronically - <i>Upon saving this signature, no further comments may be added and the Agree/Disagree status may not be changed</i>  Add Comment
Smith, Henry Appraiser		Not Yet Signed

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[Save](#)

6. Check the electronic signature box. Agree or Disagree.
7. Add comments if necessary.

Save your Performance Review

Electronic Signature: Zimmerman, Katherine(Employee)

Signature	Signed Date	Action
Zimmerman, Katherine Employee		<input checked="" type="checkbox"/> Check this box to sign this document electronically - <i>Upon saving this signature, no further comments may be added and the Agree/Disagree status may not be changed</i> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree  Add Comment Employee Comment: I added comments here.
Smith, Henry Appraiser		Not Yet Signed

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8. Save your review.

View Performance History



Employee Documents

Performance History

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Appraisals

< November 2018 >

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■ Appraisal Due
■ Alert

Employee Documents Performance History

Appraisal Form Forms Notes Additional Documents

A	Status	Date	Score
	HISTORY	10-01-2015 to 09-30-2016	2.98

View a signed performance review.

View Future Goals



Home Support Spell Check Language Check



Employee Documents Employee Goal Tools

Current Goals Future Goals

Weight Overall Goal % Overall Competency %

View/Print

Name	Added By	View
2019 Objective	Copenhaver, Dina	

View or print current goals.

- Employee Documents
- Performance History
- Employee Goal Tools**
- Appraisals

< November 2018 >

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Appraisal Due
 Alert