



Return Performance Review to Employee for Correction

Purpose: Enable the employee to make corrections or edit/update his/her self-evaluation after it has been submitted to the manager for review.

1. On Team Talent select "Performance".

About Me Team Talent	Tools Others		
QUICK ACTIONS	APPS		
📔 Change Manager	A		
Seniority Dates	Team Talent	Performance Career Overview	Performance
Employee Summary		Overview	Development
Employment Info			
Document Records	Talent Review	Workforce Compensation	
Show More			

2. Click the information dots on employee's review and select 'Return for Edits.'

DA	20 - 21 Staff Performance Review Dawn Ardent Senior IT Project Manager	0 of 2 participants responded	Request Participant Feedback
	Current Task Manager Evaluation of Employee	Task Completion	Return for Edits Transfer
	Manager Rating Not Rated Yet	Employee Rating Exceeds Objectives	Cancel

3. Review tasks now shows 'Self-Evaluation'

DA	20 - 21 Staff Performance Review Dawn Ardent Senior IT Project Manager	0 of 2 participants responded	
	Current Task	Task Completion	
	Self-Evaluation Manager Evaluation of Employee	0 / 4	
	Manager Rating		
	Not Rated Yet		