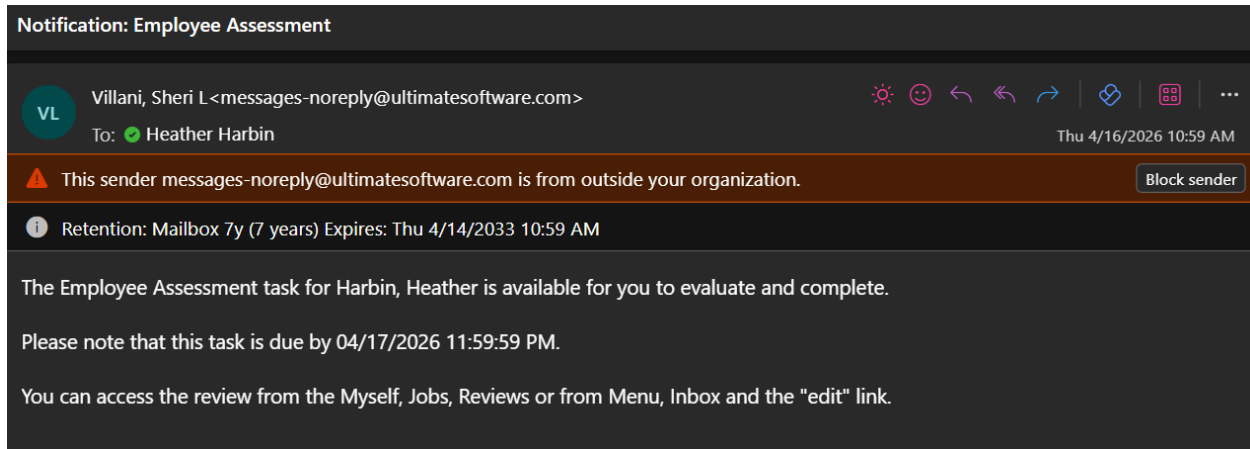


## Employee Annual Performance Review Guide – UKG

### Getting Started

You will receive an email notification once your annual performance review is ready to complete in UKG.



### Step 1: Opening your Review

1. Log in to UKG.
2. Scroll down to **My Inbox**.
3. You will see a red notification dot indicating there is a task waiting for you.
4. Open **My Inbox** to begin your review.



### Completing Your Review

#### Step 1: Open Your Review

1. Click **Edit** at the top of the screen.
2. Select the first green **Start** button to begin the first section of your review.

My Inbox

Action Items 1

Updates

All Urgent Unread Select

HM

Add/Change Employee Review

Heather Mae Harbin • 10:59 AM

Initiated by Sheri L Villani

TPI Hourly Associate Review

View Details Edit Delegate

|                 |                        |
|-----------------|------------------------|
| Initiated for   | Heather Mae Harbin     |
| Initiated by    | Sheri L Villani        |
| Initiated       | 04/16/2026 10:59:51 AM |
| Last modified   | 04/16/2026 10:59:51 AM |
| Apply           | Employee Assessment    |
| Priority        | Normal                 |
| Approval status | Employee Assessment    |
| Update status   | Incomplete             |

Request Information

Employee Performance Review

Search

| Updated | Field             | Previous | New |
|---------|-------------------|----------|-----|
| ✓       | Goals Total Score |          | New |

## Step 2: Complete the competencies section first:

- Click on the first green Start button

My Inbox

Home

Review Summary

TPI Hourly Associate Review

Heather M. Harbin, HR MANAGER

Effective Date 04/18/2026

Employee Notes

DO YOUR REVIEW

Contributors

Heather M Harbin

Due Date 04/17/2026

Sheri L Villani

Due Date 04/17/2026

Yenier J Marrero Gonzalez

Review sections

|                      | Employee Rating | Manager Rating |       |
|----------------------|-----------------|----------------|-------|
| Competencies         | —               | —              | Start |
| Open Ended Questions | N/A             | N/A            | Start |
| Overall Comments     | N/A             | N/A            | Start |
| Final Score          | —               | —              |       |

Documents

Upload documents that support your performance review

Who can access these documents?

Add a document

There are no uploaded documents

Send

share feedback back print help

Harbin, Heather M.

HR MANAGER

Employee Information

Review History

There are no Review History records to display.

Education

Licenses

Skills

Work History

Awards

## Step 3: Complete ALL the Sections

- Review each section carefully.

2. Click the **Employee Rating** drop-down menu.
3. Select the score that best reflects your performance.
4. Add descriptive comments where applicable to provide additional details or examples.

TPI Hourly Associate Review

Heather M. Harbin - Competencies

Rating Scale [10 Point Scale](#)

1. ▼ 3. Accountability First Competency Weight: 25%

Accepting responsibility that results in anticipation/prevention of problem areas from actions, and problem solving inside and outside the department/organization.

[Show details...](#)

[Notes](#)

Heather M. Harbin, Employee

1 - UNNACEPTABLE  
2 - DEVELOPING  
3 - DEVELOPING+  
4 - SUCCESSFUL  
5 - SUCCESSFUL+  
6 - SUCCESSFUL++  
7 - COMMENDABLE  
8 - COMMENDABLE+  
9 - DISTINGUISHED  
10 - DISTINGUISHED+

Paragraph 14px

No comments are available.

2. ▼ Achievement Orientation Competency Weight: 25%

Being persistent and showing perseverance on achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and show tenacity in case of obstacles or resistance.

[Show details...](#)

Harbin, Heather M.  
HR MANAGER

Employee Information

Review History

There are no Review History records to display.

Education

Licenses

Skills

Work History

Awards

Average Competency Ratings

Employee 8.75 - COMMENDABLE+

Manager Rating —

At the bottom of the screen – it calculates the rating based on what number the employee chooses

### Step 3: Move to the Next Section

After completing a section:

1. Click **Save** if prompted.
2. Use the **Back** arrow in Google Chrome to return to the main review page.  
*There is currently no “Next” button within the review process.*
3. Select the next green **Start** button to continue to the following section.

Repeat this process until all review sections have been completed.

TPI Hourly Associate Review

Heather M. Harbin - Open Ended Questions

save reset cancel

save & close

print help

1. ▾ • What are your goals for 2026?

Heather M Harbin, Employee

B I U ↺

≡ ≡ ≡ ≡

↶ ↷

☰ ☷

↶ ↷

☰ ☷

↶ ↷

☰ ☷

Paragraph ▾ 14px ▾

✂ 📄 📄 🔗 🔗 - 📄

This is a test

Sheri L Villani, Manager

No comments are available.

2. ▾ • What can you learn?

Heather M Harbin, Employee

B I U ↺

≡ ≡ ≡ ≡

↶ ↷

☰ ☷

↶ ↷

☰ ☷

↶ ↷

☰ ☷

Paragraph ▾ 14px ▾

✂ 📄 📄 🔗 🔗 - 📄

This is test

Harbin, Heather M  
HR MANAGER

Employee Information

Review History

There are no Review Hi display.

Education

Licenses

Skills

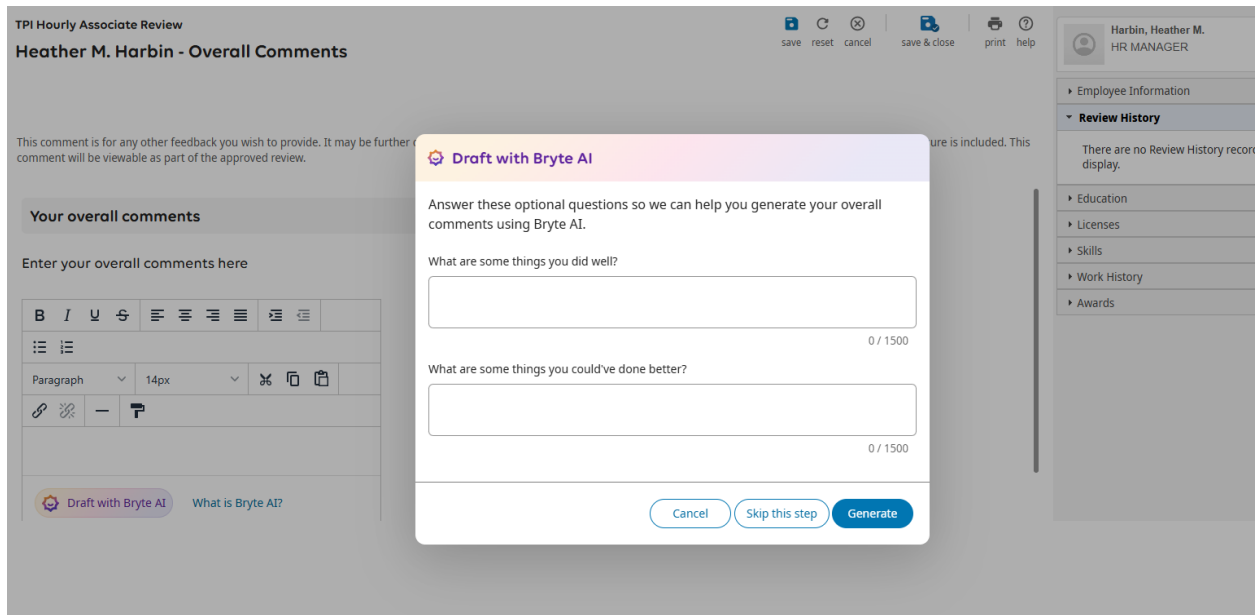
Work History

Awards

## Overall Comments Section

The final section includes an **Overall Comments** area.

1. Review your ratings and comments before continuing.
2. Add any final comments you would like your manager to review.
3. UKG also includes an AI assistance feature that can help generate overall comments if needed.



## Submitting Your Review

Once all sections have been completed:

1. A green **Send** button will appear.
2. Click **Send** to submit your completed performance review.
3. A confirmation pop-up window will appear asking you to verify your submission.
4. Select **Continue** to finalize and send your review.

After submission, the review task will automatically disappear from your inbox.

## Review Summary

Completed

[share feedback](#)

[back](#) [print](#) [help](#)

|                  |                        |     |                      |
|------------------|------------------------|-----|----------------------|
| Overall Comments | N/A                    | N/A | <a href="#">Edit</a> |
| Final Score      | 10.00 - DISTINGUISHED+ | —   |                      |

### Documents

Upload documents that support your performance review

[Who can access these documents?](#)

[+ Add a document](#)

There are no uploaded documents

### Send

Send to the next contributor.

Routing Comments

These comments will not appear on the final review and are visible to all review contributors.

**B** *I* U ~~S~~

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

≡

Paragraph 

14px

✂

📄

📎

🔗

—

🔧

I just typed this is a test in all the boxes :)

Harbin, Heath  
HR MANAGER

Employee Information

Review History

There are no Review display.

Education

Licenses

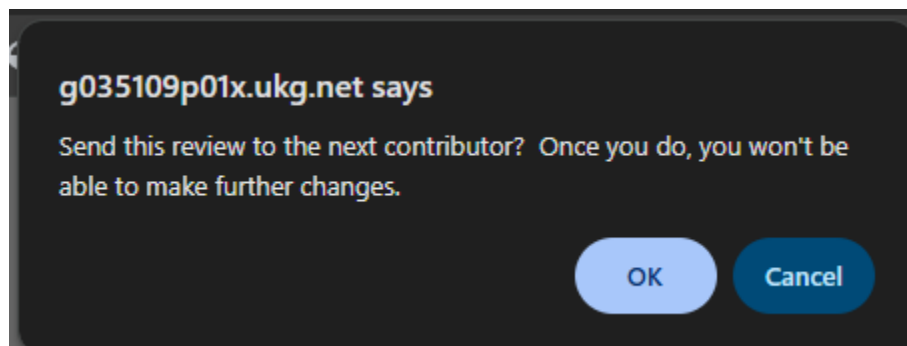
Skills

Work History

Awards

Send

Once Send is pressed- a pop up wants verification to continue



Then its removed from my inbox

