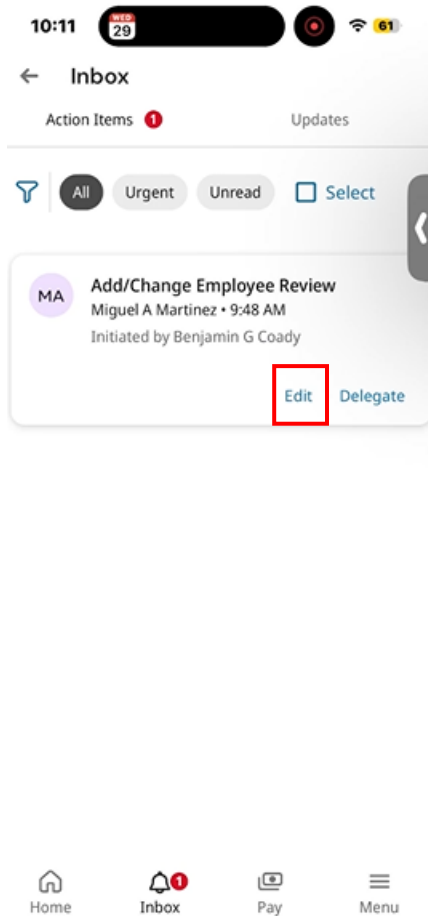


UKG Employee Mobile Performance Review Guide (Step-by-Step)

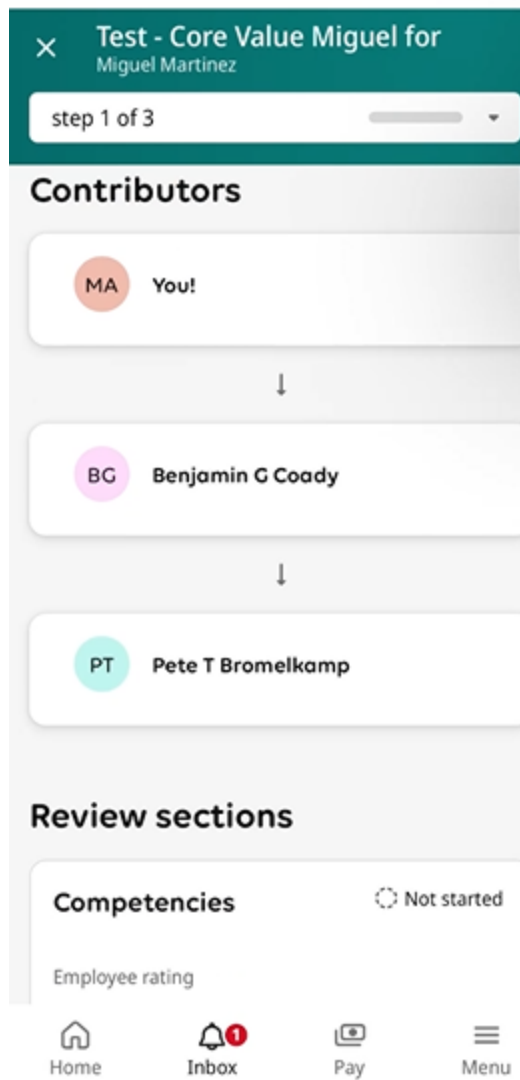
Open the Inbox Task

- From your mobile app home screen, go to **Inbox**
- Locate the task titled Add/Change Employee Review and click on “**EDIT**”



Review Overview

- You'll see a summary screen with:
 - Contributors
 - Review details
 - Competency rating status



- Scroll down to Competencies and click **“START”**
 - *Do not start with Overall Comments*

×

Test - Core Value Miguel for Miguel Martinez

step 1 of 3

Review sections

Competencies

○ Not started

Employee rating

--

Manager rating

--

Start

Overall comments

○ Not started

Start

Final score

Employee rating

Home

Inbox 1

Pay

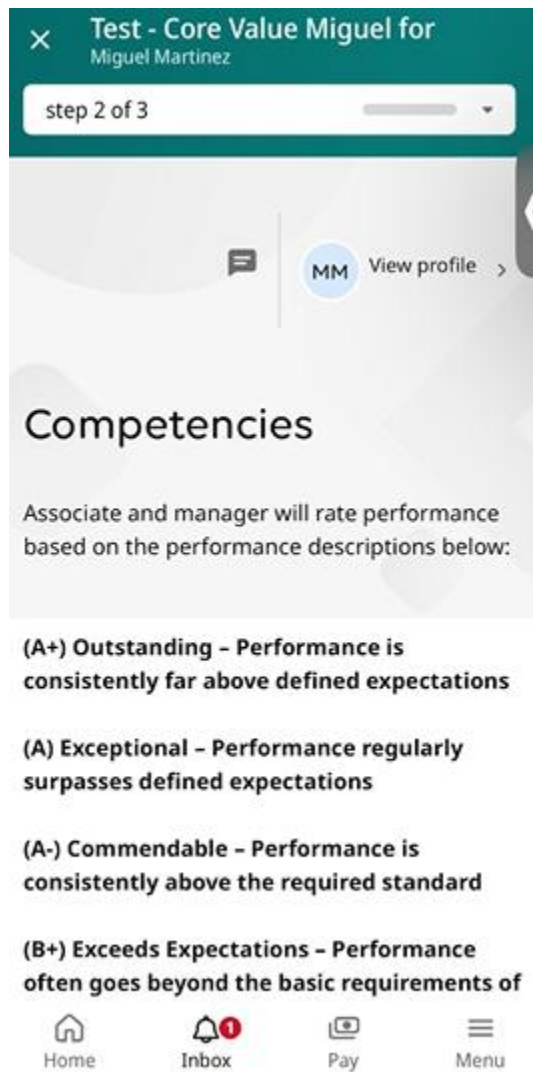
Menu

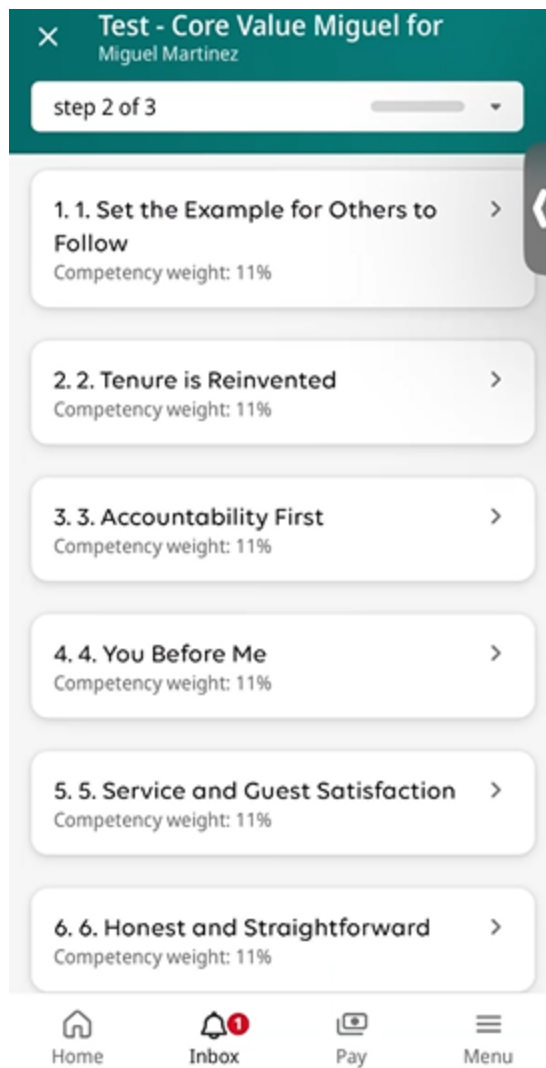
Complete Competencies

- Select a competency (e.g., *Set the Example for Others to Follow*)
- Review the description
- Choose the appropriate rating from the dropdown:
 - Failing
 - Inconsistent
 - Meets Expectations
 - Exceeds Expectations
 - Outstanding

- Add comments on how your performance aligns with that core value
- Tap **Save**

➔ Repeat for all competencies listed





(Click one by one)



1. Set the Example for Others to Follow

Save

Competency weight: 0%

1.

Leads by example. Committed to executing their role to the best of their ability. Always maintains a positive, cheerful attitude. Avoids passing assigned responsibilities on to someone else. Is not afraid to say "I don't know" or "I made a mistake". Takes pride in executing their role. Always does what they say they will do.



Competency notes



Show details

Employee comments



Paragraph



Employee comments...



Home



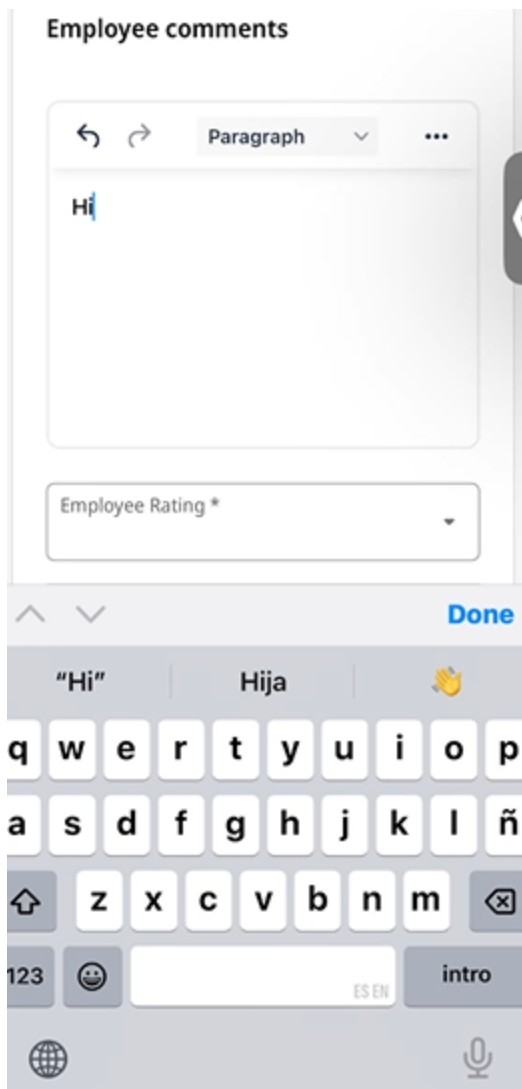
Inbox



Pay

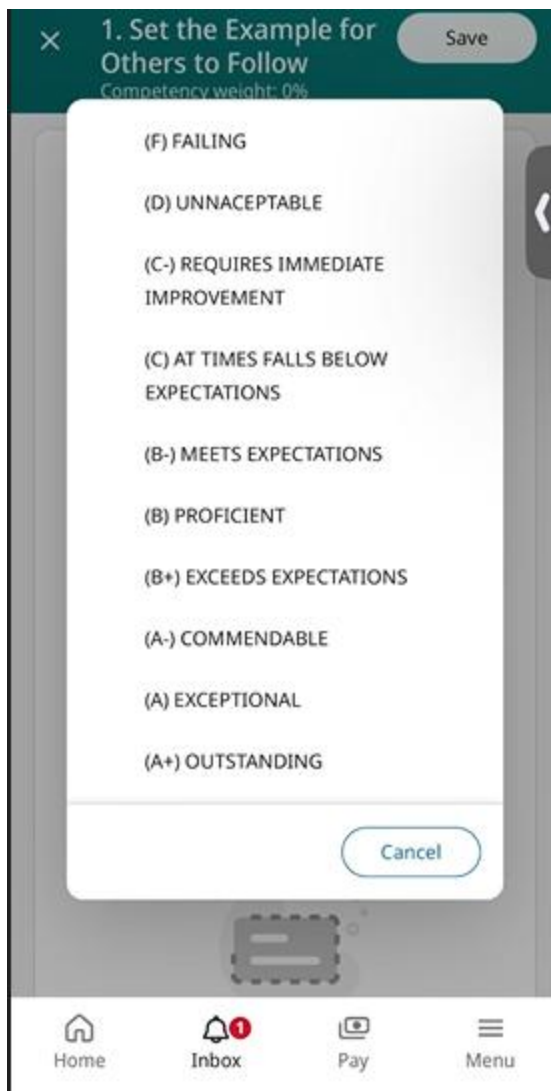


Menu



Add Employee Comments

- Scroll to the **Employee Comments** section
- Tap into the comment box
- Enter your feedback using the keyboard (there is no character limit)
- Tap **Done**



- Click on the **Employee Rating** dropdown menu
- Select the score that best reflects the performance you believe you achieved



2. Tenure is Reinvented

Save

Competency weight: 0%

2.

Avoids becoming complacent and accepting average results. Challenges self to continually learn and develop skills. Challenges those around them to learn and develop their skills. Is willing to accept change with a positive outlook. Never assumes that they "know it all". Accepts and seeks out learning no matter what their tenure with TPI is.



Competency notes



Hide details

Type

Intrapersonal

Employee comments



Paragraph



Employee comments...



Home



Inbox



Pay



Menu

×

Test - Core Value Miguel for Miguel Martinez

step 2 of 3

Competency weight: 11%

9. 9. Pacesetters Win

Competency weight: 11%

Average competency ratings

Employee rating
(B) PROFICIENT

Manager rating
--

Go to review summary

Proceed to Overall comments

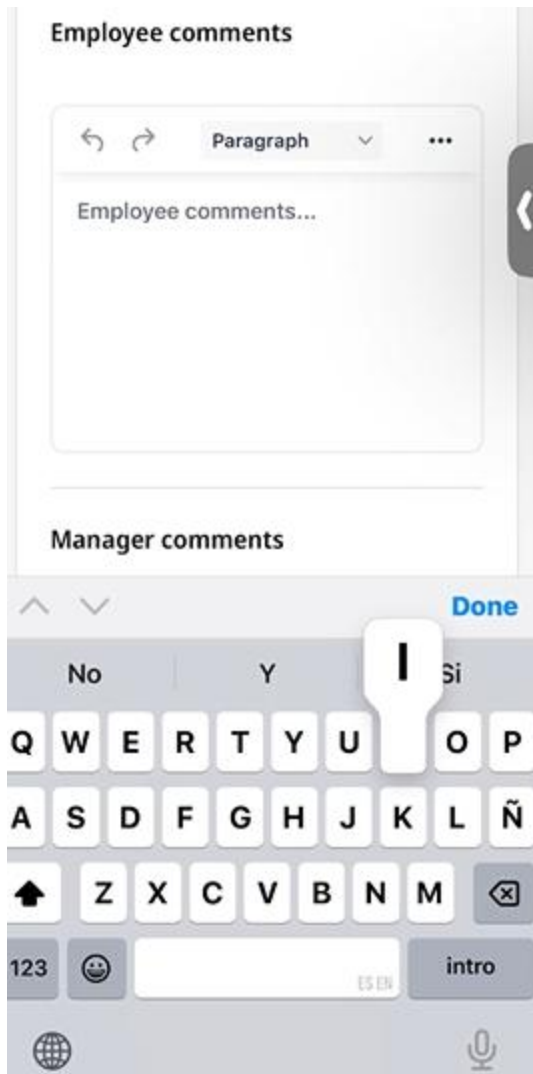
Home

Inbox

Pay

Menu

- Complete ratings for all 9 competencies
- Your average score will automatically be calculated and displayed in the **Employee Rating** box
- Tap **“Go to Review Summary”** to view your results



- Provide any additional insights, accomplishments, or context you would like to consider as part of your performance review.

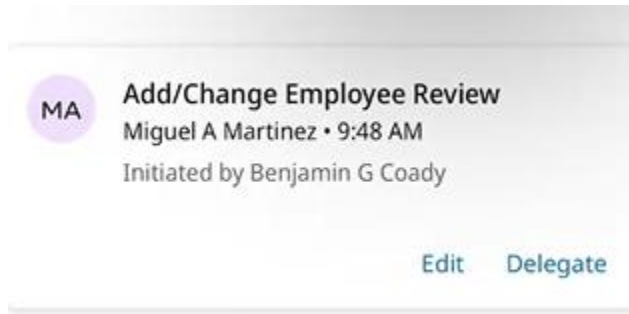
The screenshot shows a mobile application interface for submitting a review. At the top, a teal header bar contains a close button (X) and the text "Test - Core Value Miguel for Miguel Martinez". Below the header, a white bar indicates "step 1 of 3" with a progress indicator. The main content area has a light gray background and features the heading "Submit your review". Below this heading, instructional text reads: "Okay, if you're happy with everything, go ahead and send your review to the next contributor. You may add optional routing comments for the next reviewer before you submit." This is followed by the label "Routing comments (Optional)" and a large, empty rectangular text input box. Below the input box, a note states: "These comments will not appear in the final review, but are visible to all review contributors". At the bottom of the main content area is a prominent blue button labeled "Submit your review". The bottom of the screen features a navigation bar with four icons: a house icon for "Home", a bell icon with a red notification badge for "Inbox", a wallet icon for "Pay", and a hamburger menu icon for "Menu".

Submit Review

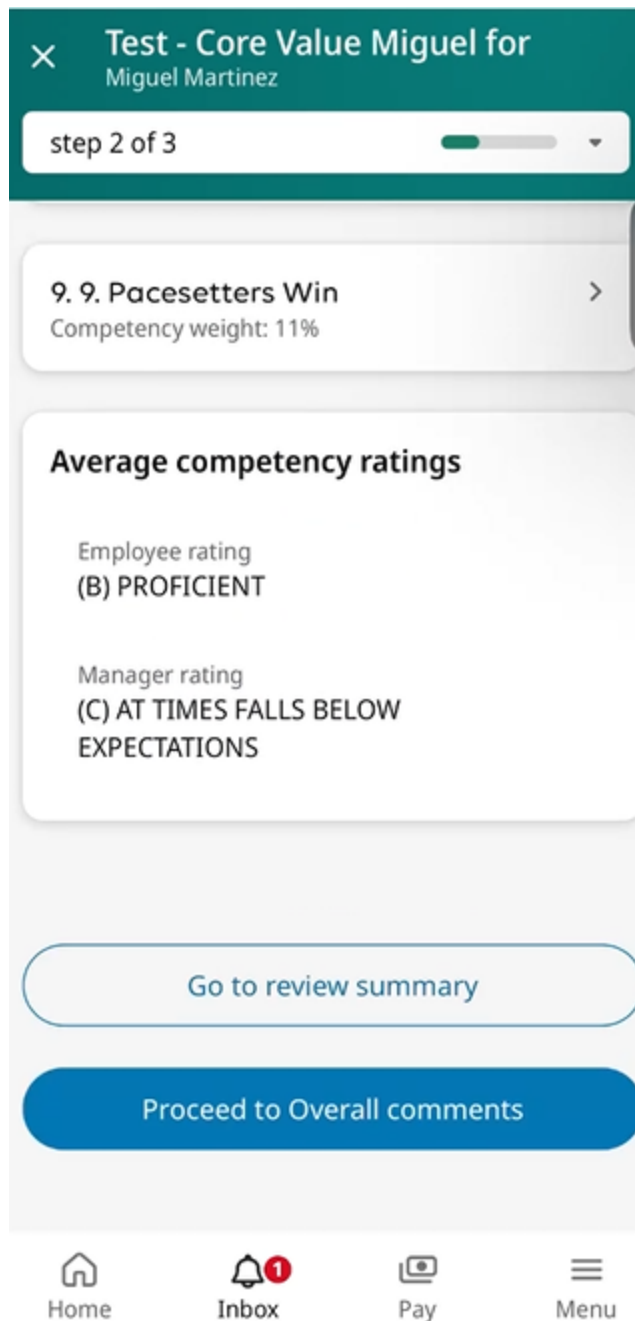
- Tap **“Proceed to submit”**
- Review the final submission screen
- Tap **“Submit your review”**

This will go to your manager to review and add their comments to each section.

- Once your manager has completed their section and it has been approved by their manager, they will schedule a 1:1 meeting to discuss your annual performance review
- After all items have been discussed, open UKG, return to your Inbox, and click Edit



- Scroll down to review both your self-rating and your manager's rating
- Click on each competency to review the comments provided in each section
- Once you've reviewed all sections, click "Proceed with Overall Comments"



- Review the comments your manager added in the Overall Comments section
- Once finished, click “Go to Review Summary”

×

Test - Core Value Miguel for
Miguel Martinez

step 3 of 3

Manager comments

Benjamin G Coady wrote:

Current rate of pay: \$10

Score - C = 2%

New Rate of pay - \$10.20

Go to review summary

Proceed to submit

- In this section, please review that you understand the pay increase and press Proceed to submit