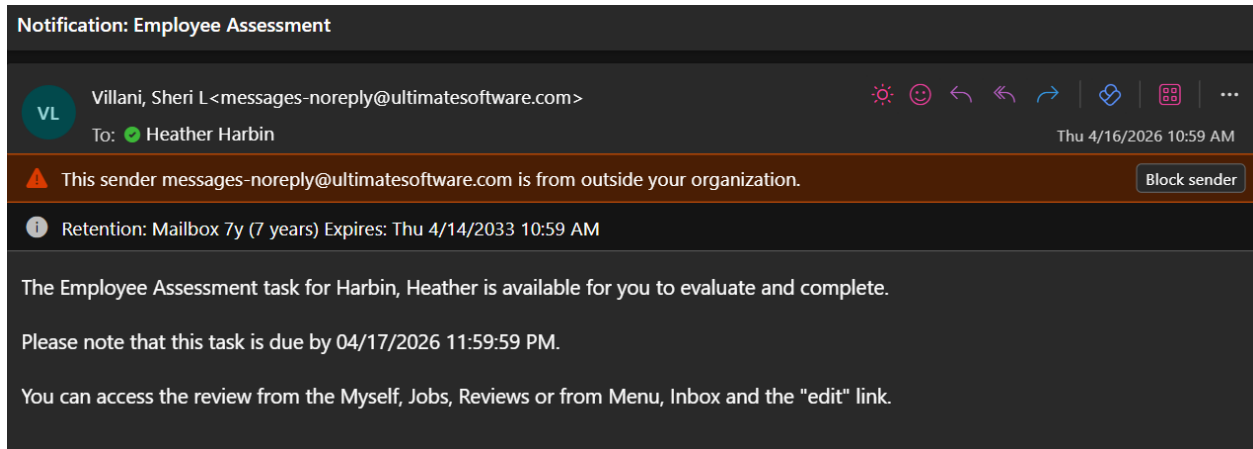


Gid Revizyon Pèfòmans Anyèl Anplwaye – UKG

Kòmanse

Ou pral resevwa yon notifikasyon pa imèl lè revizyon pèfòmans anyèl ou pare pou ranpli nan UKG.



Etap 1: Louvri Revizyon ou a

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. Louvri My Inbox pou kòmanse revizyon ou a.



Ranpli Revizyon ou a

Etap 1: Louvri Revizyon ou a

1. Click **Edit** at the top of the screen.
2. Chwazi premye bouton Start vèt la pou kòmanse premye seksyon revizyon ou a.

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	

Etap 2: Ranpli seksyon konpetans yo an premye:

1. 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

Etap 3: Ranpli TOUT Seksyon yo

1. 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

Anba ekran an, UKG ap kalkile evalyasyon an selon nòt anplwaye a chwazi a.

	Employee	Manager Rating
Average Competency Ratings	8.75 - COMMENDABLE+	—

Etap 3: Ale nan Pwochen Seksyon an

Apres ou fin ranpli yon seksyon:

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.

Repete pwosesis sa a jiskaske ou fin ranpli tout seksyon revizyon yo.

TPI Hourly Associate Review

save
 reset
 cancel
 save & close
 print
 help

Heather M. Harbin - Open Ended Questions

1. ▾ • What are your goals for 2026?

Heather M Harbin,
Employee

B I U S	[List Icons]	[Link Icon] [Image Icon]	[Unlink Icon] [Table Icon]	[Indent Icon] [Outdent Icon]	[Decrease Indent Icon] [Increase Indent Icon]	[Align Left Icon] [Align Center Icon] [Align Right Icon] [Justify Icon]	[Text Color Icon] [Background Color Icon]	[Font Size Icon]	[Bold Icon] [Italic Icon] [Underline Icon] [Strikethrough Icon]
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 S	[List Icons]	[Link Icon] [Image Icon]	[Unlink Icon] [Table Icon]	[Indent Icon] [Outdent Icon]	[Decrease Indent Icon] [Increase Indent Icon]	[Align Left Icon] [Align Center Icon] [Align Right Icon] [Justify Icon]	[Text Color Icon] [Background Color Icon]	[Font Size Icon]	[Bold Icon] [Italic Icon] [Underline Icon] [Strikethrough Icon]
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This is test									

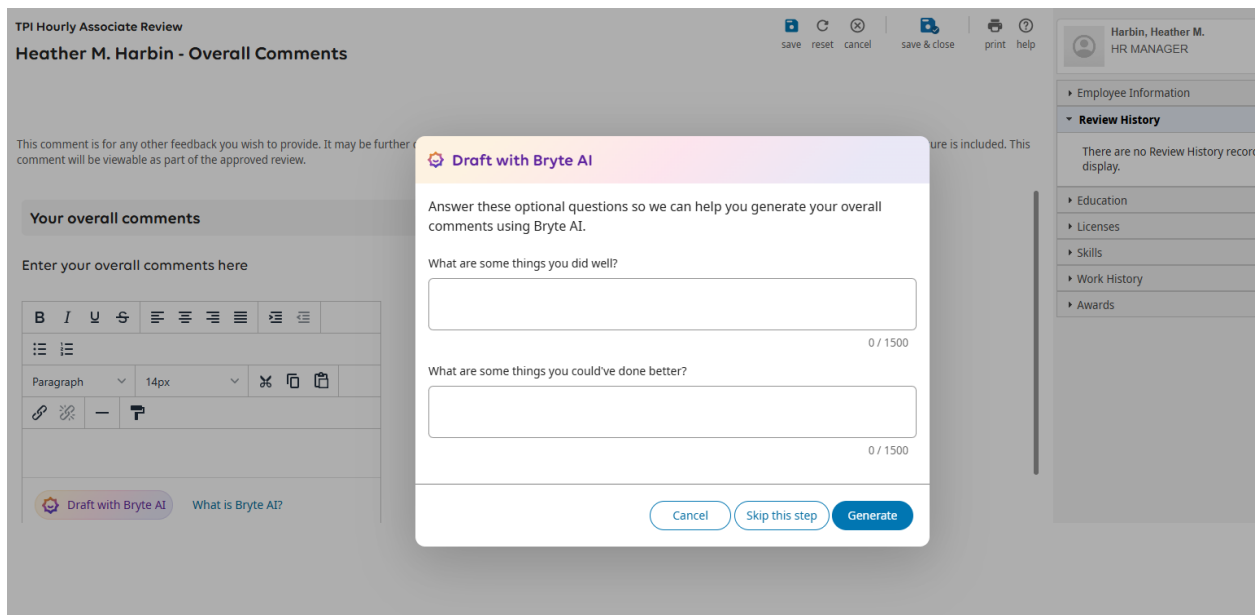
Harbin, Heather M
 HR MANAGER

- ▶ Employee Information
- ▾ **Review History**
- There are no Review Hi
display.
- ▶ Education
- ▶ Licenses
- ▶ Skills
- ▶ Work History
- ▶ Awards

Seksyon Kòmantè Jeneral yo

Dènnye seksyon an gen yon zòn pou Kòmantè Jeneral.

1. Review your ratings and comments before continuing.
2. Add any final comments you would like your manager to review.
3. UKG gen yon fonksyon asistans AI ki ka ede kreye kòmantè jeneral si sa nesesè.



Soumèt Revizyon ou a

Lè ou fin ranpli tout seksyon yo:

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.

Aprè ou fin soumèt li, travay revizyon an ap disparèt otomatikman nan Bwat Resepsyon ou a.

Review Summary

Completed

[share feedback](#)

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

Overall Comments	N/A	N/A	Edit
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~~

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Paragraph

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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

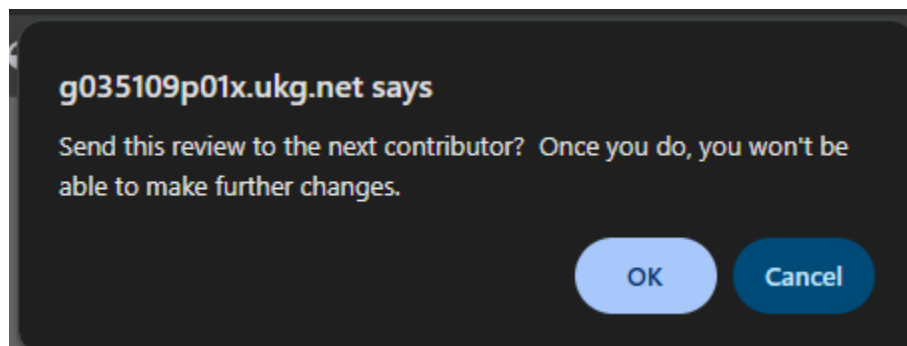
Skills

Work History

Awards

[Send](#)

Lè ou peze Send, yon fenèt ap parèt pou mande verifikasyon anvan ou kontinye.



Then its removed from my inbox

