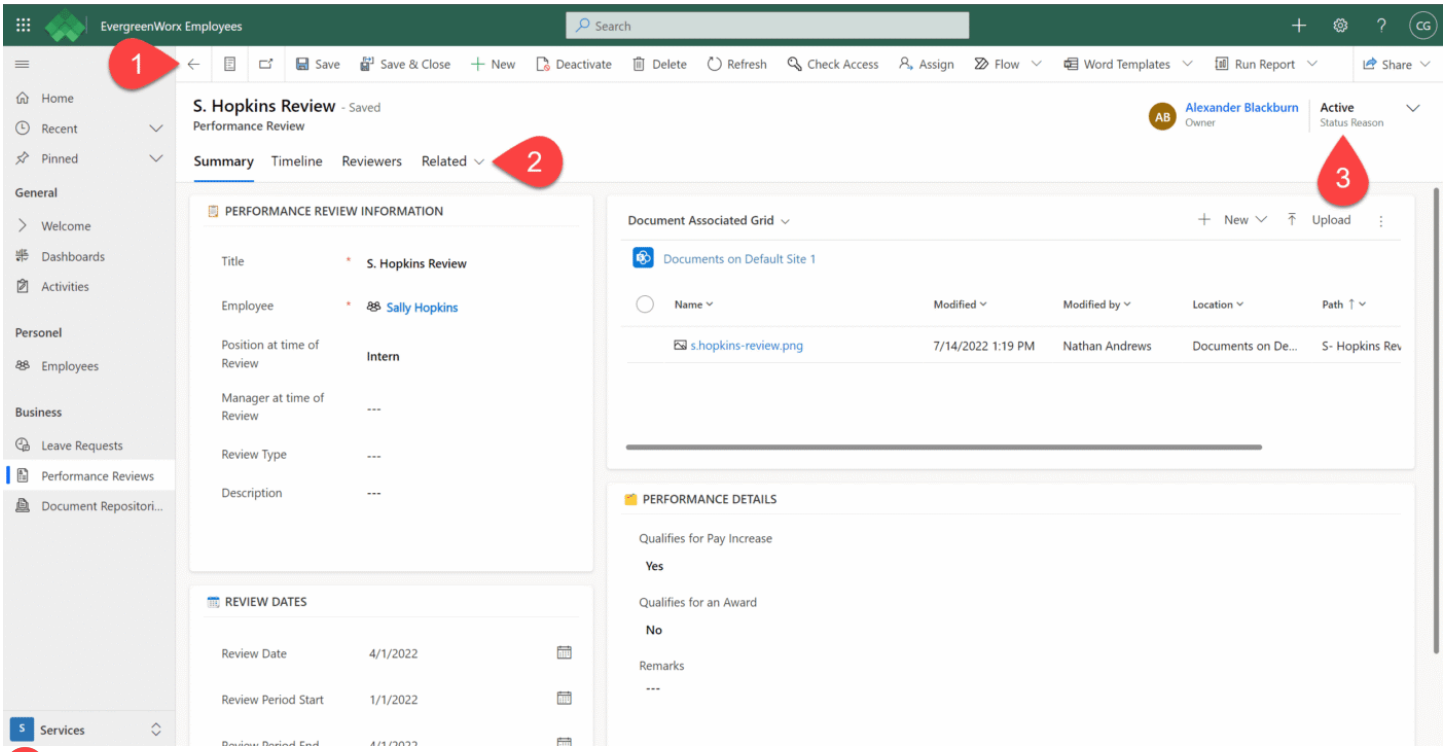
Performance Reviews

Employees · https://evergreenworx.com/docs/performance-reviews/

The Performance Review record form stores key information concerning periodic performance reviews conducted for an employee.



1 In the ribbon, available actions are displayed for the current Performance Review record, such as deactivating the review, deleting the review, or assigning the review to another person. The actions available depend on your security role and permissions.

2 Record forms have tabs that allow the user to move between different data elements of the record. On the Performance Review record, you'll see the following tabs:

- **Summary** – Provides information about the review, such as the employee for whom it was conducted, the associated dates, the review outcome and remarks, etc. A set of documents essential to the review can be uploaded and appended to the record.
- **Timeline** - Stores historical notes and activities against the record. For more information, see Timeline | EvergreenWorx.

- **Reviewers** – Provides information about the people who conducted the review.
- **Related** – Other related items, such as Record Audit History.

3 Status of the record shows the progress or completion of a Performance Review.