



Year-end Performance Assessment on Dayforce

Employee User Guide

Overview

This document outlines instructions for P/M & C staff on how to access and complete the Annual Year-End Performance Assessment form on Dayforce.

Step 1: Login on Dayforce

Visit <https://www.dayforcehcm.com> and login. If you require assistance logging in*, please contact HR at vic.hr@utoronto.ca

***Note:** Please ensure that you are log in as a "Salaried Employee w/o Timesheets" or "Salaried Non Exempt Employee w/Timesheets" under **Roles** (see below image).



Profile & Settings

Logout



Available Roles

Salaried Employee w/o Timesheets

or



Profile & Settings

Logout

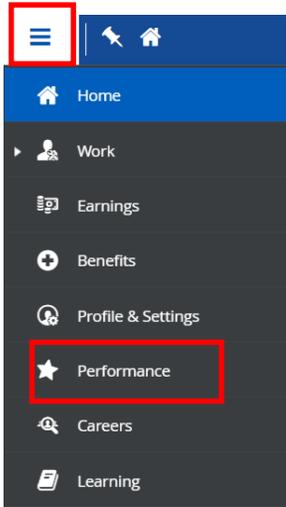


Available Roles

Salaried Non Exempt Employee w/Timesheets

Step 2: Access Performance Module

After logging in, click the menu symbol on the top-left hand corner of the page, then click "Performance" to access the Performance Module on Dayforce.



You can access the Annual Year End Performance Assessment form from the **Overview** tab and/or the **Review** tab.

A screenshot of the Dayforce Performance Assessment interface. The 'Overview' tab is highlighted with a red box. Below the tabs, a red arrow points from the 'Overview' tab to a card titled 'Review Cycles'. The card contains a table with one row of review cycle data. Below the card, the 'Conversations' tab is highlighted with a red box, and a red arrow points from it to a table listing review cycles.

Review Cycle	Period	Status	Due Date
2020 - 21 Annual Year End Performance Assessment	7/1/2020 - 6/30/2021	Self Review	5/21/2021

Step 3: Complete the Employee Self-assessment

- a) Read all questions and type/paste your responses in the boxes that are provided. Alternatively, you may write your responses in a Word document file and attach it by clicking the  icon.

2020 - 21 Annual Year End Performance Assessment | Self Review 5 out of 6
Items reviewed

Employee, Test1
Human Resources - HR Generalist

Period: 7/1/2020 - 6/30/2021 | Due Date: 5/21/2021

When you save your review as draft, it will be visible to your managers.
Performance assessment is an ongoing process of communication between managers and their staff. The **Annual Year-End Performance Assessment** is an opportunity to connect, reflect on the past year and plan for further growth and development. In this section, you are asked to reflect on the past year in relation to the goals you set at the beginning of this year. If you entered your goals on Dayforce previously, you may view your goals in the "Goals" section. [... view less](#)

Accomplishments ^

What went well? Looking back, please identify at least three (3) accomplishments and/or goals that you achieved over the past year. Describe the strategies you employed to achieve desired outcomes, while responding [... view more](#)

Please write your comments here:

Answer



Employee Self Assessment Comments

- b) Please skip the **Overall Rating** section; this is for your manager to fill out. Skip to the **Preview** button if you are ready to submit your assessment form for your manager's review, or click **Save as Draft**.

Overall Rating ^

To be completed by the Manager ONLY, please skip if you are the employee. It is important that P/M & C staff members understand from the outset that performance ratings are relative to the performance of [... view more](#)

Please select the overall rating for your employee

Answer

Select an Option...

Autosave **Save as Draft** **Preview**

Preview
 Period: 7/1/2020 - 6/30/2021
 Due Date: 5/21/2021
 Employee, Test1's Avg. Rating: N/A

Accomplishments
 Please write your comments here:
 Answer: Employee self assessment comment.

Competencies
 Please write your comments here:
 Answer: Employee self assessment comment.

Challenges
 Please write your comments here:
 Answer: Employee self assessment comment.

Submit Cancel

c) After submitting your self-assessment, the **Status** of your Assessment form will appear as **Manager Review**

Overview Goals Conversations **Reviews**

Refresh View

Review Cycle	Period	Status	Due Date	
2020 - 21 Annual Year End Performance Assessment	7/1/2020 - 6/30/2021	Manager Review	6/15/2021	N/A

Step 4: Employee Acknowledgment

a) Once your manager inputs their comments and your overall rating, you must review the completed form and provide your acknowledgment.

2020 - 21 Annual Year End Performance Assessment | Employee Signature

5 out of 6 items reviewed

Employee, Test1
 Human Resources - HR Generalist | Period: 7/1/2020 - 6/30/2021 | Due Date: 6/15/2021

Performance assessment is an ongoing process of communication between managers and their staff. The Annual Year-End Performance Assessment is an opportunity to connect, reflect on the past year and plan for further growth and development. In this section, you are ... view more

Accomplishments
 What went well? Looking back, please identify at least three (3) accomplishments and/or goals that you achieved over the past year. Describe the strategies you employed to achieve desired outcomes, while responding to changing needs and priorities.

Please write your comments here:

Test1's Answer	Test1's Answer
Employee Self Assessment Comments	Manager Review Comments

Overall Rating

To be completed by the Manager ONLY, please skip if you are the employee. It is important that P/M & C staff members understand from the outset that performance ratings are relative to the performance of colleagues. When managers are assessing performance they [view more](#)

Please select the overall rating for your employee

Test1's Answer

Select an Option...

Test1's Answer

High Quality Performance

b) Check off the acknowledgement box, add a final comment if you wish, and click **Complete Review** to submit.

Signature

Employee, Test1's Signature

I acknowledge that I had the opportunity to review and discuss feedback with my manager. Comments are optional.

Comments

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, font size, and font family.

Print

Complete Review

Cancel