



Year-end Performance Assessment on Dayforce – Manager User Guide

Overview

Below outlines the steps for managers on how to review employee Year-End Performance Assessments on Dayforce.

Step 1: Login on Dayforce

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

* **Note:** Please login as a "Manager with WFM" under Roles

Select Role

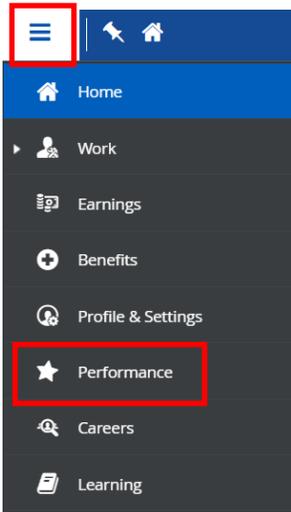
Salaried Employee w/o Timesheets

Manager with WFM

Next

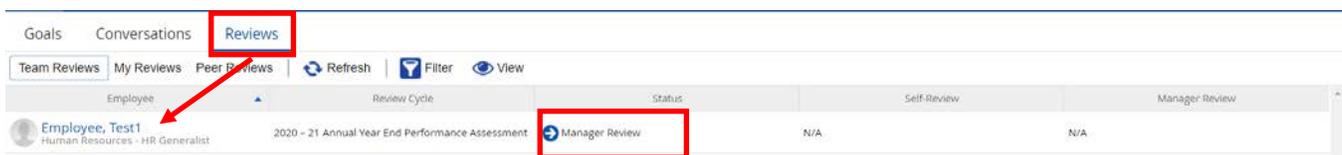
Step 2: Access Performance Module

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.

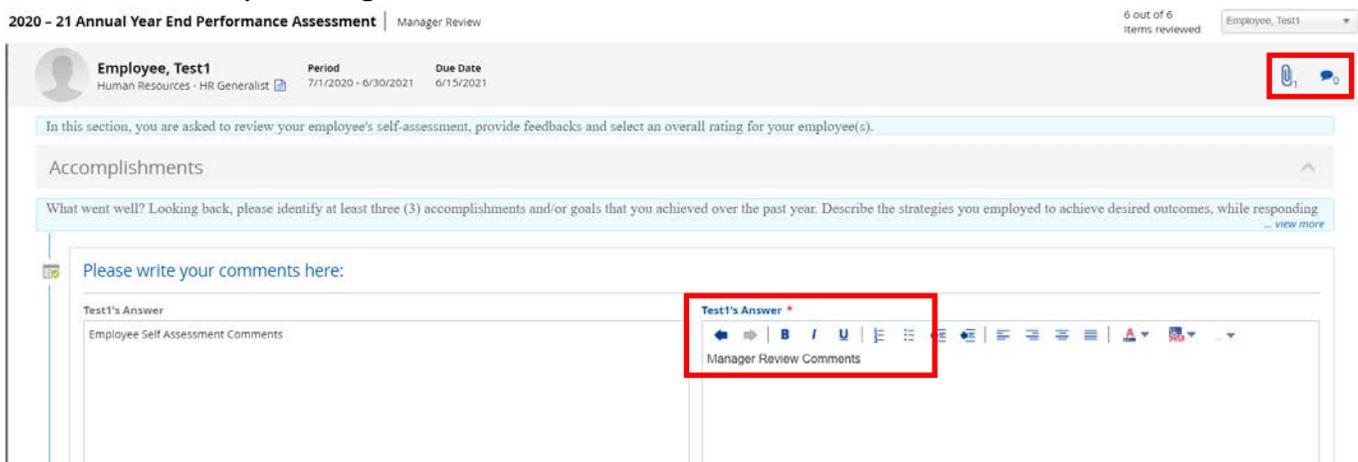


Step 3: Review Employee Self-assessment

- a) Click the "Reviews" tab to access the self-assessments submitted by your staff for your review.



- b) Review employee responses, then leave your comments. Some employees may upload their assessment forms as Word document attachments, which you can access this by clicking the  icon.



- c) Refer to the instructions in the blue box and input an Overall Rating for the employee. Once you are ready to submit your review comments and overall rating, click **Preview** then **Submit**. You can also save your work by clicking **Save as Draft** and come back to complete your comments at a later time.

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 should consider the relative performance of staff within their units. We anticipate that the majority of ratings will fall into the "High Quality Performance" or "Excellence Performance" categories. Please select a Performance Rating according to the scale below:

Exceptional Performance: Consistently and substantially exceeded goals, objectives and expectations through outstanding achievements in all aspects of the position. This category is reserved for employees who demonstrate exceptional performance of a consistently and distinctly superior level of quality in all areas of responsibility and make significant contributions to the Department and/or University. Those who receive this rating must consistently and substantially exceed all goals as a direct result of concerted effort.

Excellent Performance: Consistently achieved and frequently exceeded job expectations, goals and objectives through concerted effort, according to plan. Demonstrated performance of a very high level of quality in all areas of responsibility.

High Quality Performance: Consistently achieved performance expectations. Work is of high quality in all significant areas of responsibility. Met job expectations, goals and objectives – both qualitative and quantitative.

Partially Achieving Performance Expectations: Partially achieved some quantitative and qualitative goals and objectives; improvement is needed. It is expected that the employee will work to fulfill job expectations in a reasonable period of time – not to exceed one year.

Unsatisfactory Performance: Did not meet a majority of the goals and objectives. Improvement is needed in most aspects of the job. It is unclear if the employee can develop to the point where all job expectations are met. This needs to be addressed immediately. [... view less](#)

Please select the overall rating for your employee

Test1's Answer
Select an Option

Test1's Answer
High Quality Performance

Autosave Save as Draft Print Reopen Preview Cancel

Note: If you want to give your employee the opportunity to edit their responses, you can click **Reopen** when you are on the Preview page.

Preview

Period: 7/1/2020 - 6/30/2021 Due Date: 6/15/2021 Manager, Test1's Avg. Rating: N/A

Challenges

Please write your comments here:

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

Looking Forward

Please write your comments here:

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

Overall Comments

Test1's comment: Employee Self Assessment Overall Comments

Test1's comment: Manager Review Overall Comments

Overall Rating

Please select the overall rating for your employee

Test1's Answer: High Quality Performance

Submit Cancel

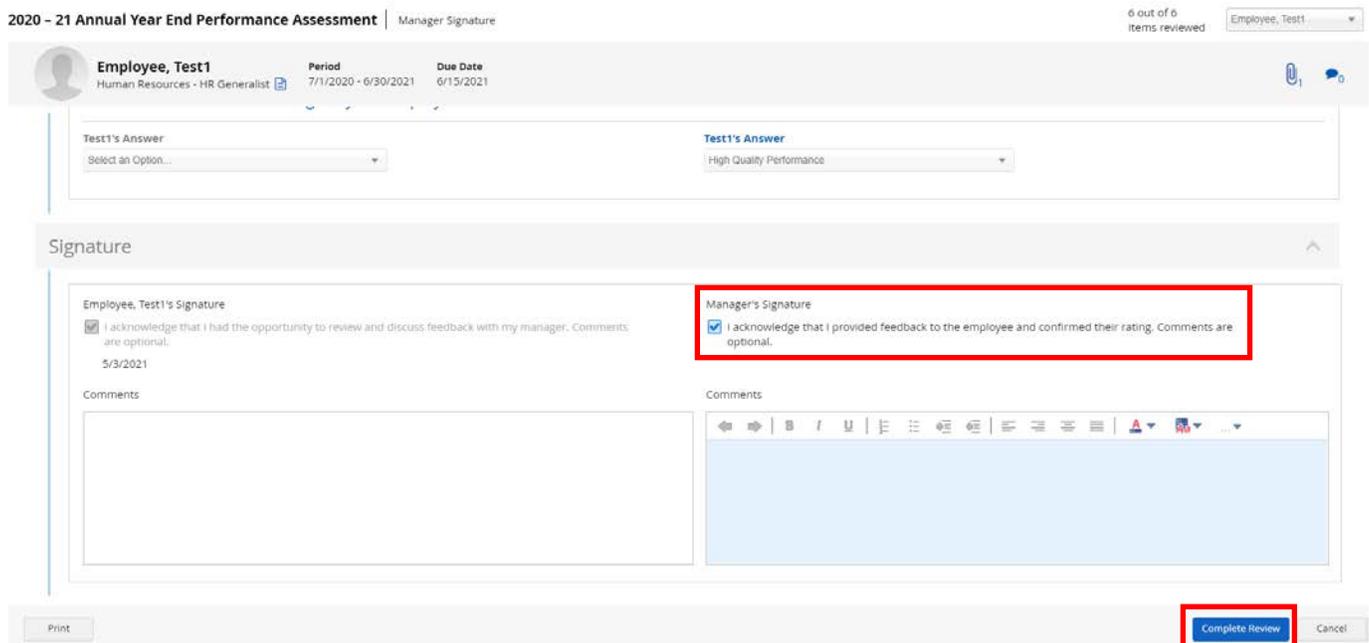
d) Once you submit your comments and overall rating, the Status for the self-assessment will change to **Employee Signature**.



Employee	Review Cycle	Status	Self-Review	Manager Review
Employee, Test1 Human Resources - HR Generalist	2020 - 21 Annual Year End Performance Assessment	Employee Signature	N/A	N/A

Step 4: Complete Manager Signature

a) After the employee signs, you are prompted to provide your acknowledgment and signature. You can add a final comment if you wish, then click **Complete Review**.



2020 - 21 Annual Year End Performance Assessment | Manager Signature

6 out of 6 Items reviewed | Employee, Test1

Employee, Test1
Human Resources - HR Generalist

Period: 7/1/2020 - 6/30/2021 | Due Date: 6/15/2021

Test1's Answer: Select an Option... | Test1's Answer: High Quality Performance

Signature

Employee, Test1's Signature
 I acknowledge that I had the opportunity to review and discuss feedback with my manager. Comments are optional.
5/3/2021

Comments

Manager's Signature
 I acknowledge that I provided feedback to the employee and confirmed their rating. Comments are optional.

Comments

Print | **Complete Review** | Cancel