

This i	-	Instructions & w to add your 2022	<b>Explanations</b> goals and their weight	tings.
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Sign into ADP W	orkforce Now			
-	er ID and Password to si	gn into your ADP Acc	ount.	
	Welcon	ne to ADP®		
	User ID			
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		Sign in		
	Forgot y	our password?		
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<b>3.</b> Navigate to the cur 3.1 Click the blue arrow		
Performance D	ashboard 🛛 🗖 🖍	
Reviews 1		
		ue In 9 Days tart Now <b>O</b>
4. This will take you to review.	o the screen where you will begin working o	n your annual
4.1 Click the goals section	on on the review form.	
Braden, Debra E HRGEN-HR Generalist View job description Review Period 1/1/2022 - 12/31/2022	Employee Assessment Not started	ACTIONS
	2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement.	0% UPDATE PROGRESS
GOALS -	Weighted at 0% I Organizational Goal VIEW GOAL DESCRIPTION	COMMENTS INCLUDED IN THE REVIEW
GOAL 2	Your Response Mark to do it later	O ADD ATTACHMEN
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t – click on the "+" next to "Create Goal".
GOAL
ar by default. Goals that are pending creation approval, or that have al ced here.
GOAL LEVEL START DATE ATTACHED
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You will t	hen be able to complete your perform	ance review.	
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1 Instructions	Employee Response	
Competency 1	Your Response Mark to do it later	O Add attach
Competency 2	Rating * View rating description Select a Rating	
Competency 3	over a naming	
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## Looking for additional support or resources??? Information sheets are available in ADP to include

- ENA Career Levels
- Employee Education Session Summary (2021)
- Tip Receiving Feedback

All of this information can be accessed here: Performance Review



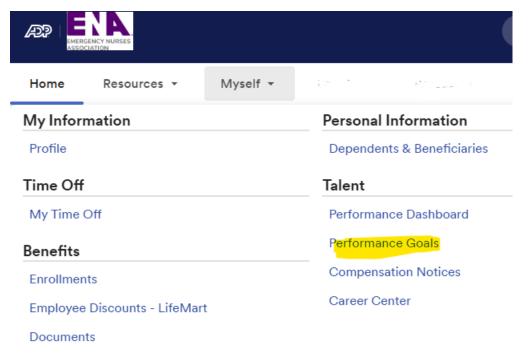
## **Performance Goal Weighting**

## 1. Sign into ADP

Welcome to ADP®	
User ID	
dbraden5@	
Remember User ID ()	
Password	
Sign in	
Forgot your password?	

## 2. Navigate to the "Myself" Screen

While on the homepage navigate to the "Myself" tab to be presented with a list of options. Then follow these steps to reach the Performance Goals sections: Myself> Talent> Performance Goals





Navigate the Performance Goals p	bage	
Click the "Reviews and Weightings" section		
Braden, Debra Lynn 🖭	Tax ID	
Showing 6 Goals Create goal 🕹 Download Reviews and Weighting	s View historical goals	
2022 Organizational Goal: Embraces ENA's	5	÷
Goal Type Organizational Goal Category -	Overdue by 26 days	
Due On 11/21/2022		
Achievement		
0% achieved	-	
Last Modified 12/14/2022		

4. This will take you to the screen where you will begin weighting your performance goals

Enter a weight for each goal (except for the Organizational Goal). When finished click "Save".

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VIEW 2022. /05/2022 - 02/03/2023	12/05/2022 - 02/03/2023			
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	Goal	Weighting		
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