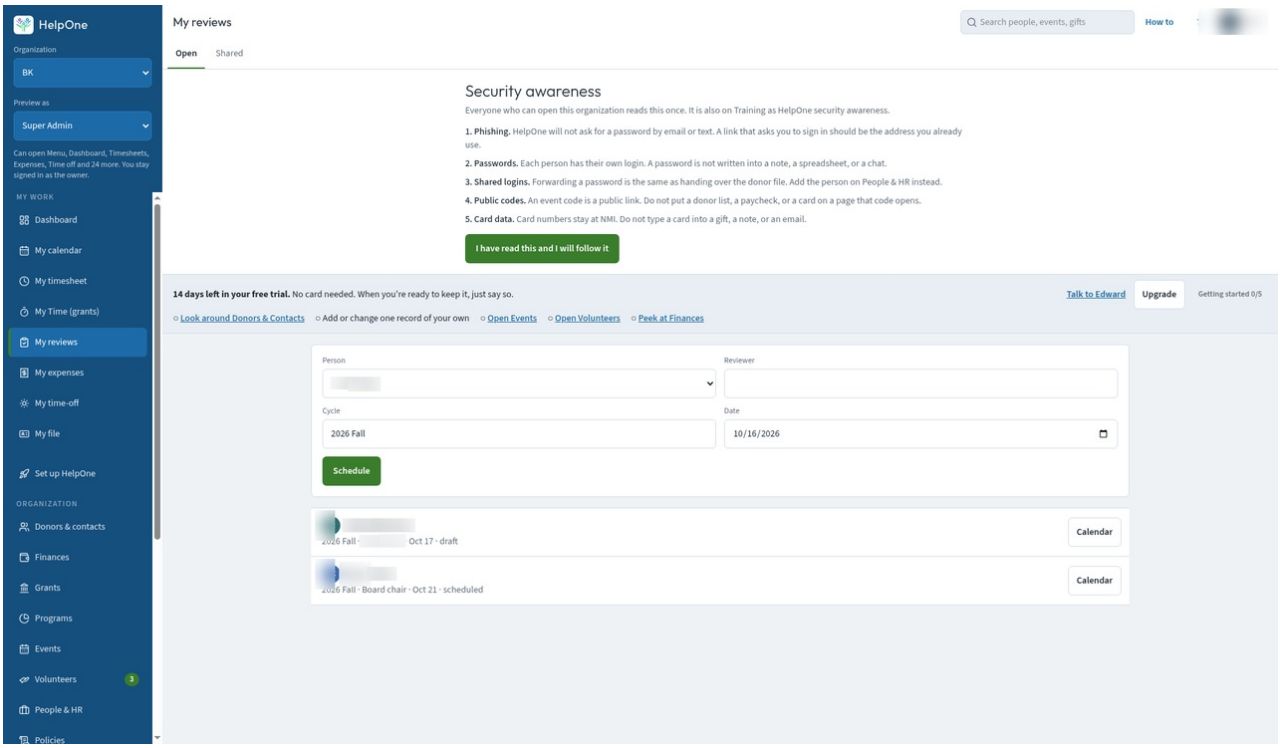
How to complete a staff review

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Schedule a review

1. In the sidebar, go to My work > My reviews.
2. Pick the Person and the Reviewer.
3. Enter the Cycle (for example, 2026 Fall) and the Date.
4. Click Schedule.



Each review in the list has a Calendar button. Click it to add the meeting to your calendar.

Find reviews

- Open: reviews still in progress.
- Shared: reviews shared with you.
- People & HR > Pay & reviews > Performance reviews shows reviews for the whole team.
- Each employee file has a Reviews tab, so history stays with the person.