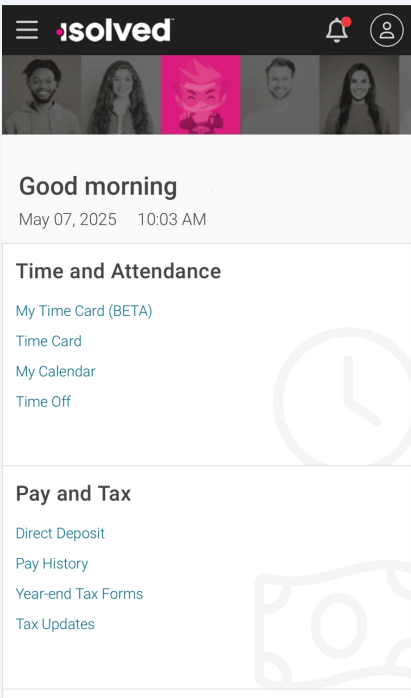


isolated Perform - Performance Reviews For Employees in Adaptive (Mobile)



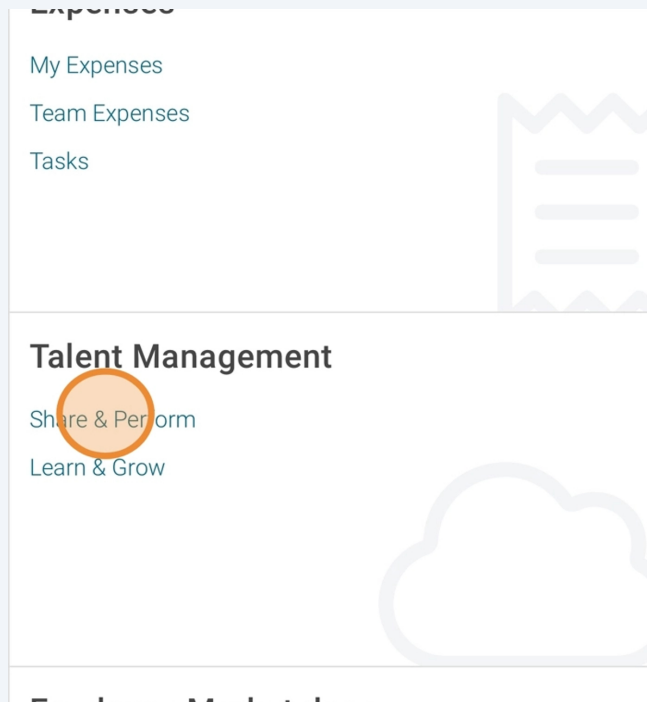
This guide will walk you through performance reviews using the isolated Perform platform from the Mobile App. This is not the suggested method to do reviews but you can do them. It also touches on adding Goals if your performance reviews require them, however Goals can only be done on a computer.

- 1 To Start, you will log into your isolated account via the app.



2

Once you are in the app, you can navigate down to the Talent Management section and Click "Share & Perform". This will take you into the reviews.



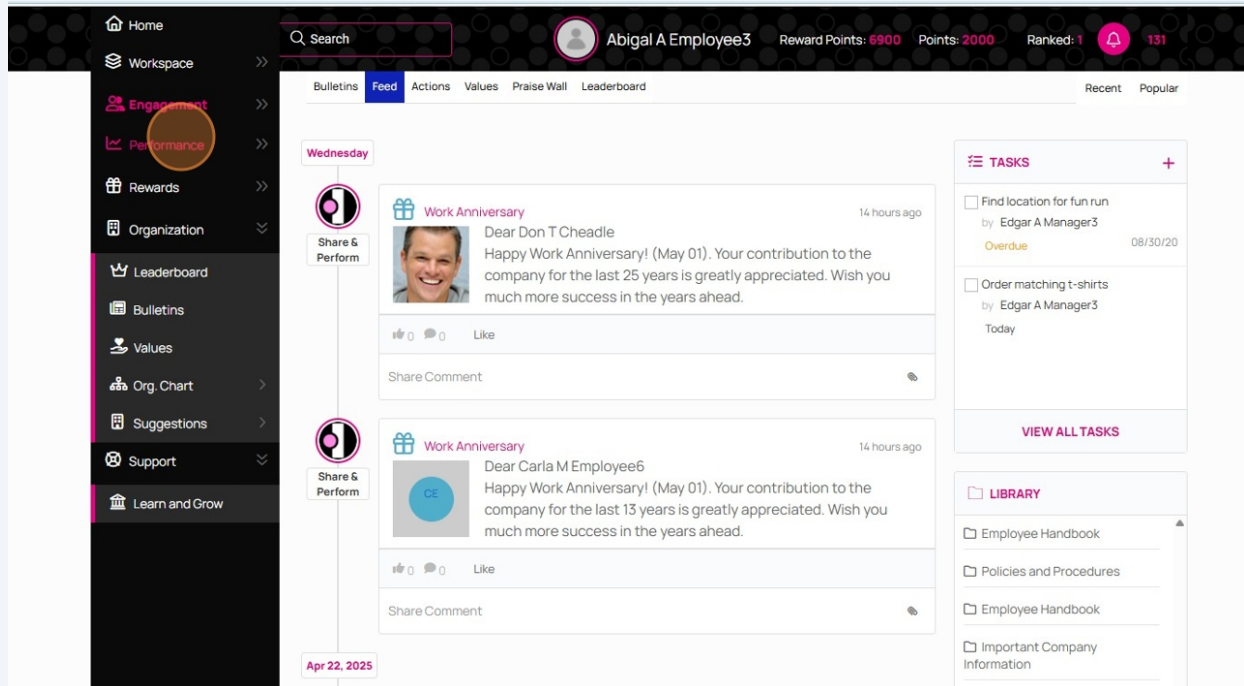
3

Goals can ONLY be entered on a computer. If you are using this functionality, you will need to go to a computer to complete this piece before continuing your reviews.

If this doesn't apply, you can skip ahead to Step 17.

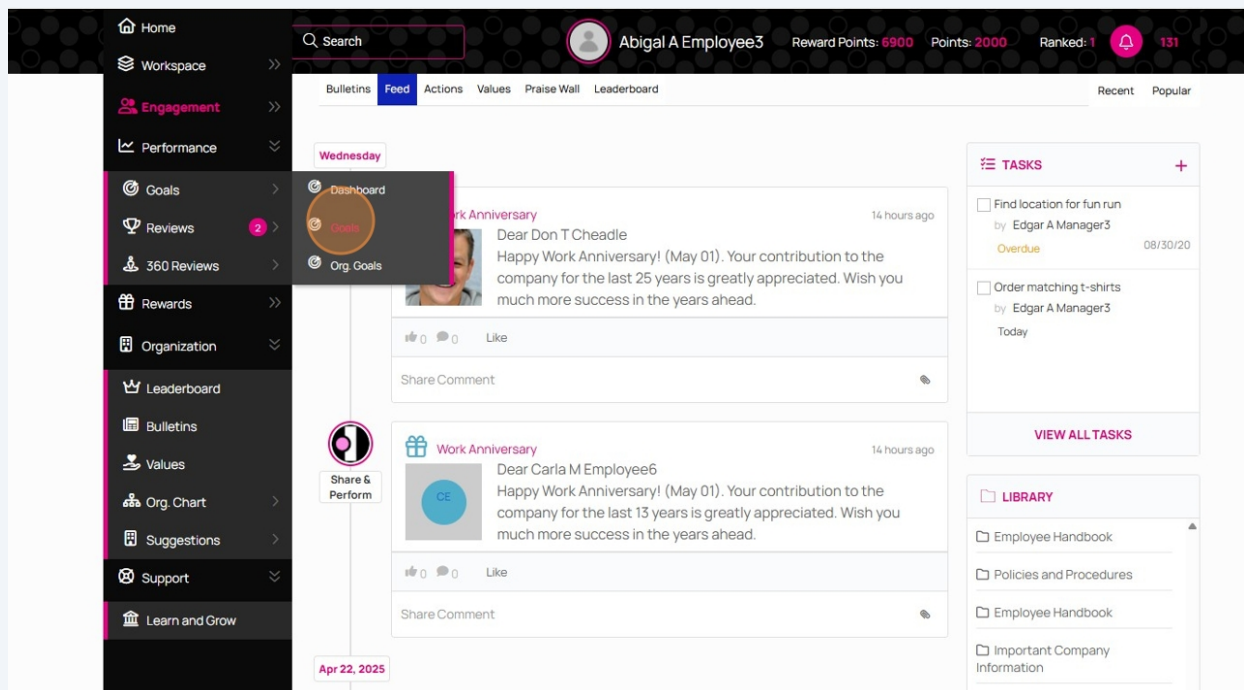
4

If you are using Goals within iSolved, you will do that here.
These steps for Goals can only be done on a computer
 To add your Goals, Click "Performance"



5

Click "Goals"



6 Click "+ Create Goal"

The screenshot shows the 'Goals' dashboard for a user named 'Abigal A Employee3'. The top navigation bar includes a search bar, user profile, and statistics: Reward Points: 6900, Points: 2000, Ranked: 1, and a notification bell with 131 alerts. The left sidebar lists various navigation options: Home, Workspace, Engagement, Performance, Goals (highlighted), Reviews, 360 Reviews, Rewards, Organization, Leaderboard, Bulletins, Values, Org. Chart, Suggestions, Support, and Learn and Grow. The main content area is titled 'My Goals' and contains four goal cards. Each card shows the goal owner (AE OWNER ABIGAL A EMPLOYEE3), a goal description, a progress bar, and an end date. The first card is 'TEST 123456' with a 25% progress bar and an end date of Jan 19, 2024. The second card is 'ttt' with a 0% progress bar and an end date of Jan 19, 2024. The third card is 'Super Goal 2- Testing 12345678910' with a 0% progress bar and an end date of Jan 19, 2024. The fourth card is 'Supervisor Goal- ADH1309 2' with a 0% progress bar and an end date of Jun 16, 2022. Each card has a 'CHECK-IN' button and an 'ALIGN' button. A red circle highlights the '+ CREATE GOAL' button in the top right corner of the dashboard.

7 Fill in the Goal Description field.

The screenshot shows the 'GOAL' creation form. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'GOAL' and contains several sections: 'GOAL DESCRIPTION*' with a text input field, 'ADD NOTES' with a text input field, 'ATTACH FILES' with a file upload icon, 'SETTINGS' with fields for 'START DATE' (May 01, 2025), 'END DATE*' (empty), and 'NOTIFY' (Never), and 'CHECK-IN TYPE' with a dropdown menu set to 'Percentage Check-In'. At the bottom, there is a section for 'ASSIGN / CASCADE' with a dropdown menu. A red circle highlights the 'GOAL DESCRIPTION*' text input field.

8

Add Notes about your goal.
(Optional: You can also attach a related file if there is one)

Home Workspace Engagement Performance **Goals** Reviews 360 Reviews Rewards Organization Leaderboard Bulletins Values Org. Chart Suggestions Support Learn and Grow

Abigail A Employee3 Reward Points: 6900 Points: 2000 Ranked: 1 131

GOAL

GOAL DESCRIPTION*

New Goal - Enter your goal description here

ADD NOTES

Add notes about your goal

ATTACH FILES

SETTINGS

START DATE May 01, 2025 END DATE* NOTIFY Never

CHECK-IN TYPE Percentage Check-In

ASSIGN / CASCADE

9

Pick your Start and End dates for this goal.
(Optional: you can pick a notification schedule from the 'Notify' drop down)

Performance **Goals** Reviews 360 Reviews Rewards Organization Leaderboard Bulletins Values Org. Chart Suggestions Support Learn and Grow

Abigail A Employee3 Reward Points: 6900 Points: 2000 Ranked: 1 131

GOAL

GOAL DESCRIPTION*

New Goal - Enter your goal description here

ADD NOTES

Add notes for your goal

ATTACH FILES

SETTINGS

START DATE May 01, 2025 END DATE* NOTIFY Never

CHECK-IN TYPE Percentage Check-In

ASSIGN / CASCADE Select an option*

CANCEL SAVE

10

Choose the Check-In Type.

Percentage Check-In is the default type for every goal you create, allowing you to check in the goal progress in percentages from 1-100%.

Quantity Check-In allows you to set a target quantity to fulfill as a goal, and you add the target quantity fulfilled by you at each check-in

Performance

Goals

Reviews 2

360 Reviews

Rewards

Organization

Leaderboard

Bulletins

Values

Org. Chart

Suggestions

Support

Learn and Grow

GOAL DESCRIPTION*

New Goal - Enter your goal description here

ADD NOTES

Add notes for your goal

ATTACH FILES

SETTINGS

START DATE

May 01, 2025

END DATE*

May 31, 2025

NOTIFY

Monthly - 1st of every month

CHECK-IN TYPE

Percentage Check-In

ASSIGN / CASCADE

Select an option*

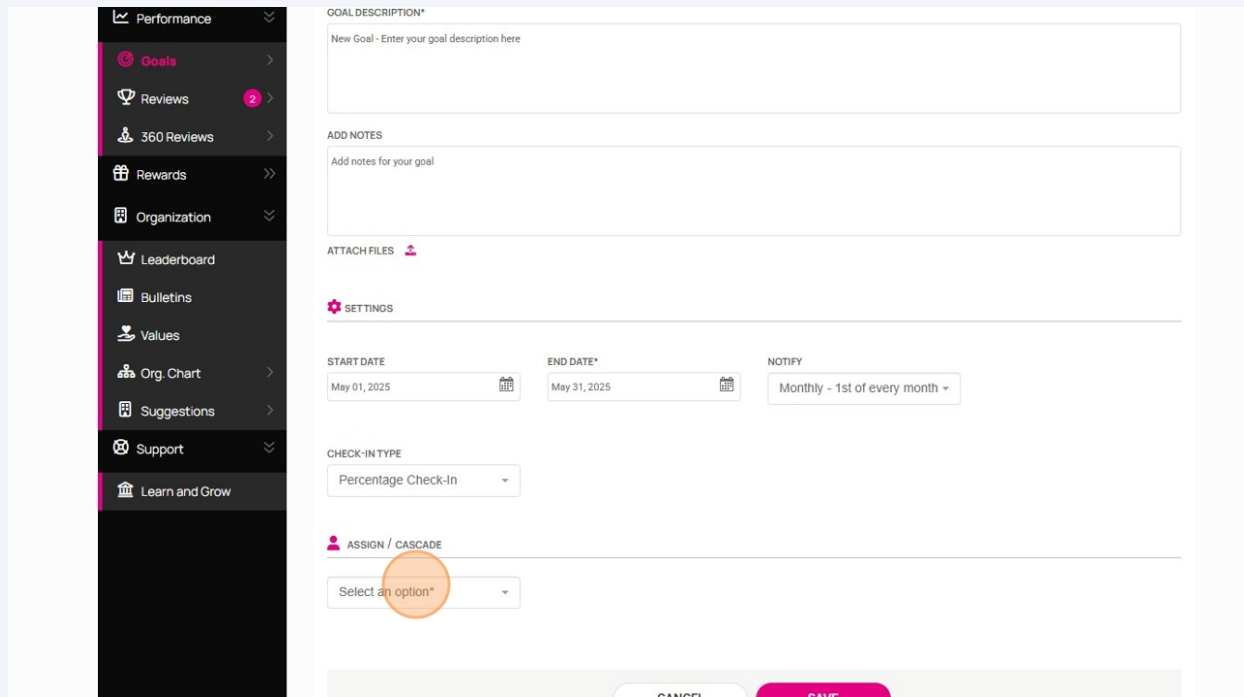
CANCEL

SAVE

11

Assign/Cascade

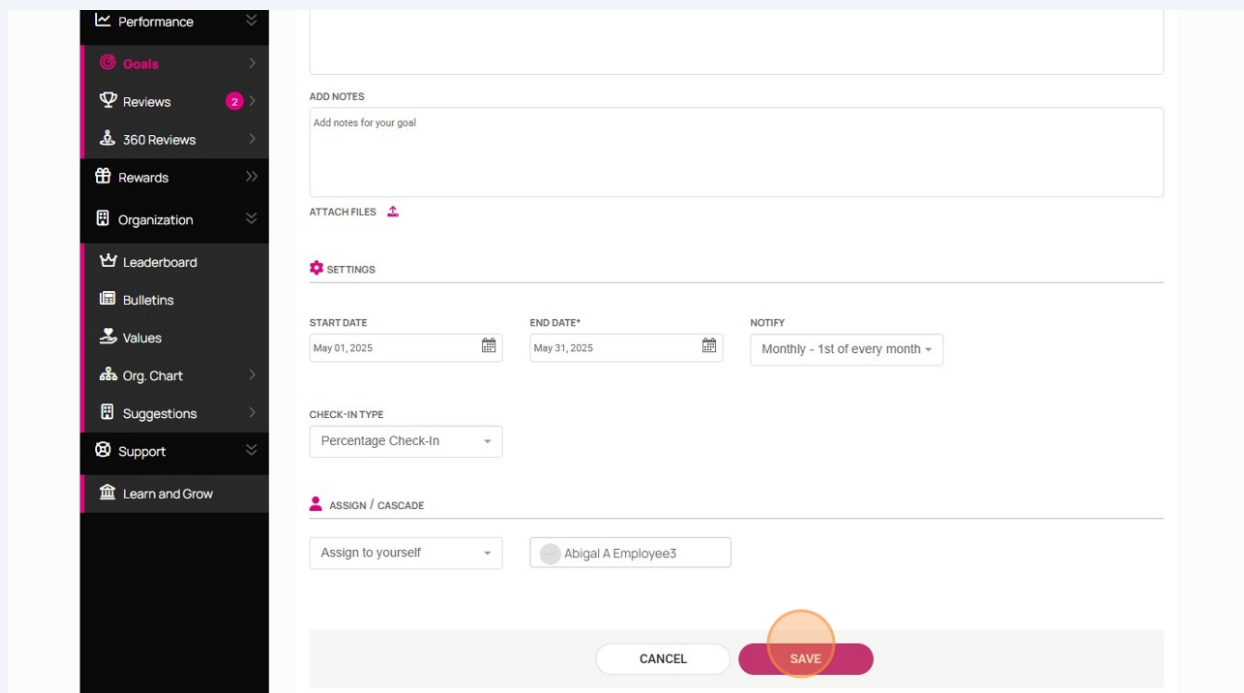
You can assign a goal to yourself, someone else, or cascade it. If assigning a goal to someone else, you may only assign it to your direct report, such as a manager or an employee. If choosing Cascade from the dropdown, you can assign a goal to multiple people in your organization.



The screenshot shows the 'Performance' app interface. On the left is a dark sidebar with a menu including 'Performance', 'Goals', 'Reviews', '360 Reviews', 'Rewards', 'Organization', 'Leaderboard', 'Bulletins', 'Values', 'Org. Chart', 'Suggestions', 'Support', and 'Learn and Grow'. The 'Goals' item is highlighted in pink. The main content area is titled 'GOAL DESCRIPTION*' and contains a text input field with the placeholder 'New Goal - Enter your goal description here'. Below this is an 'ADD NOTES' section with a text input field and the placeholder 'Add notes for your goal'. Further down is an 'ATTACH FILES' section with a file upload icon. The 'SETTINGS' section includes 'START DATE' (May 01, 2025), 'END DATE*' (May 31, 2025), and 'NOTIFY' (Monthly - 1st of every month). Below these is a 'CHECK-IN TYPE' dropdown set to 'Percentage Check-In'. At the bottom, the 'ASSIGN / CASCADE' section features a dropdown menu with the text 'Select an option*', which is highlighted with an orange circle. At the very bottom are 'CANCEL' and 'SAVE' buttons.

12

Once you've completed everything on this screen click "Save"



This screenshot shows the same 'Performance' app interface as the previous one, but with the 'ASSIGN / CASCADE' dropdown menu open. The dropdown shows 'Assign to yourself' as the selected option, highlighted with an orange circle. To the right of the dropdown is a search bar containing the text 'Abigail A Employee3'. The 'SAVE' button at the bottom right is also highlighted with an orange circle. The rest of the interface, including the sidebar and other form fields, remains the same.

13

You do also have the ability to Align these goals. If you go into your Goals after you've created one. Click on "Goals"

You are currently impersonating Abigal A Employee3 [Exit](#)

Home Workspace Engagement Performance **Goals** Reviews 360 Reviews Rewards Organization Support

Search

Abigal A Employee3 Reward Points: 7400 Points: 2000 Ranked: 1 132

Dashboard **Goals** Org. Goals

+ CREATE GOAL EXPORT

My Goals Search

OWNER ABIGAL A EMPLOYEE3
New Goal - Enter your goal description here
Ends on May 31, 2025
0%
CHECK-IN ALIGN

OWNER ABIGAL A EMPLOYEE3
TEST 123456
Ends on Jan 19, 2024
25%
CHECK-IN ALIGN

OWNER ABIGAL A EMPLOYEE3
ttt
Ends on Jan 19, 2024
0%
CHECK-IN ALIGNED

OWNER ABIGAL A EMPLOYEE3
Super Goal 2- Testing 12345678910
Ends on Jan 19, 2024
0%
CHECK-IN ALIGNED

OWNER ABIGAL A EMPLOYEE3
Supervisor Goal- ADH1309 2
Ends on Jun 16, 2022
0%
CHECK-IN ALIGNED

14

Click "Align" for the goal you would like to align.

Workspace Engagement Performance **Goals** Reviews 360 Reviews Rewards Organization Support

Dashboard **Goals** Org. Goals

+ CREATE GOAL EXPORT

My Goals Search

OWNER ABIGAL A EMPLOYEE3
New Goal - Enter your goal description here
Ends on May 31, 2025
0%
CHECK-IN ALIGN

OWNER ABIGAL A EMPLOYEE3
TEST 123456
Ends on Jan 19, 2024
25%
CHECK-IN **ALIGN**

OWNER ABIGAL A EMPLOYEE3
ttt
Ends on Jan 19, 2024
0%
CHECK-IN ALIGNED

OWNER ABIGAL A EMPLOYEE3
Super Goal 2- Testing 12345678910
Ends on Jan 19, 2024
0%
CHECK-IN ALIGNED

OWNER ABIGAL A EMPLOYEE3
Supervisor Goal- ADH1309 2
Ends on Jun 16, 2022
0%
CHECK-IN ALIGNED

15 Then choose the goal you would like to align your personal goal to.

The screenshot shows a modal window titled 'ORG. GOALS' with a sidebar containing 'DEPT. GOALS' and 'Implementation'. The main area displays a table of goals with columns: OWNER, GOAL DETAILS, START DATE, END DATE, and PROGRESS. An orange circle highlights the first row.

OWNER	GOAL DETAILS	START DATE	END DATE	PROGRESS
Thread HCM Mojo Demo	Increase profit 18% year over year	Feb 15, 2024	Feb 15, 2025	35%
Thread HCM Mojo Demo	Employee Retention at 93%	Feb 15, 2024	Feb 15, 2025	0%
Thread HCM Mojo Demo	Goal 2 Day 3 TESTING	Jan 17, 2024	Jan 21, 2024	50%
Thread HCM Mojo Demo	Goal 1 Day 3 TESTING	Jan 17, 2024	Jan 20, 2024	23.33%
Thread HCM Mojo Demo	TEST 123456	Jan 17, 2024	Jan 19, 2024	0%
Thread HCM Mojo Demo	Org goal 1- ADH1309	Dec 25, 2023	Dec 31, 2023	89.17%
Thread HCM Mojo Demo	Org goal 2- ADH1309	Jan 01, 2020	Dec 31, 2020	75%

Buttons: CANCEL, ALIGN

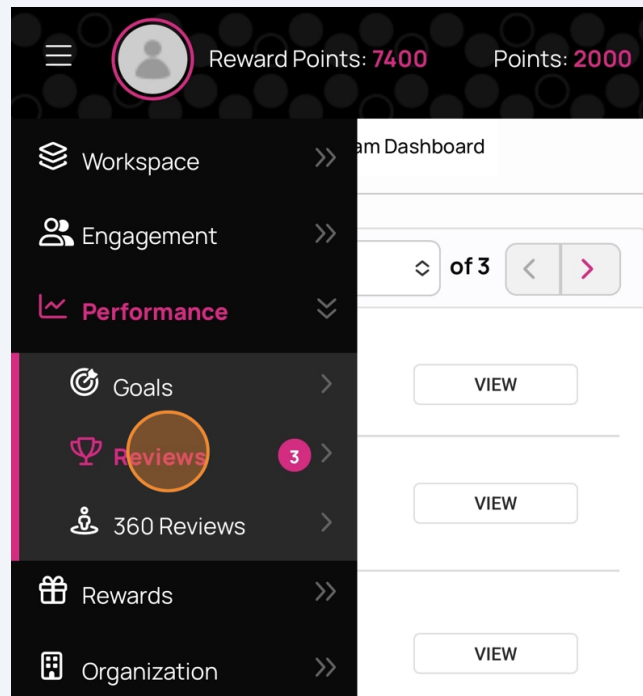
16 And Click "ALIGN"

This screenshot is similar to the previous one, showing the same list of goals. An orange circle highlights the 'ALIGN' button at the bottom right of the modal.

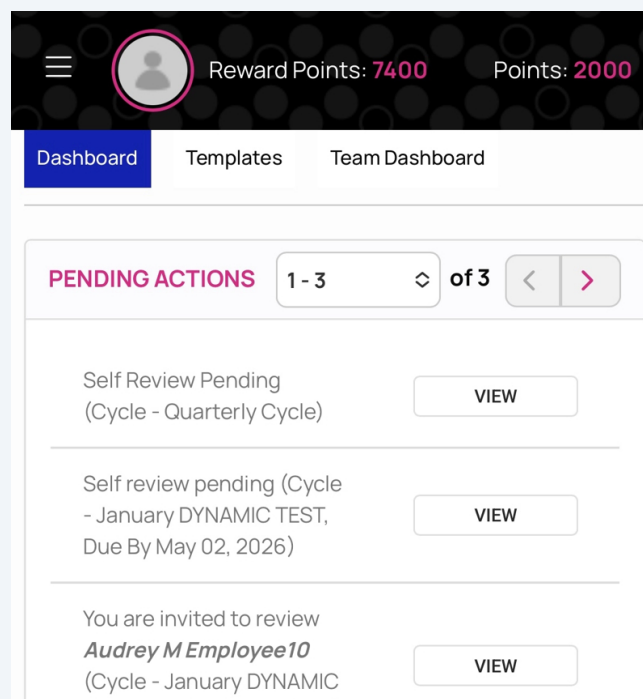
Thread HCM Mojo Demo	Employee Retention at 93%	Feb 15, 2024	Feb 15, 2025	0%
Thread HCM Mojo Demo	Goal 2 Day 3 TESTING	Jan 17, 2024	Jan 21, 2024	50%
Thread HCM Mojo Demo	Goal 1 Day 3 TESTING	Jan 17, 2024	Jan 20, 2024	23.33%
Thread HCM Mojo Demo	TEST 123456	Jan 17, 2024	Jan 19, 2024	0%
Thread HCM Mojo Demo	Org goal 1- ADH1309	Dec 25, 2023	Dec 31, 2023	89.17%
Thread HCM Mojo Demo	Org goal 2- ADH1309	Jan 01, 2020	Dec 31, 2020	75%

Buttons: CANCEL, ALIGN

- 17 To continue to completing reviews, Click "Reviews"



- 18 Here, you will see all reviews that are currently assigned to you either as a Self Review, or for your employees. You can Click "View" to begin the Review.



19

Here, you will go through and complete your review as an Employee, or as a Supervisor. You can click the drop down for ratings and add comments. If at any point you need to Save your work, you can click "Save" up top.

Abigail A Employee3

SAVE SUBMIT

1. CORE COMPETENCIES 5.0 (Employee Rating)
N/A (Supervisor Rating)

	EMPLOYEE	SUPERVISOR
1. Customer Focus	5.0 Write your comment	 Write your comment

20

Once you have filled out the entire form, you can click "Submit" up top. If you missed any sections it will alert you that you need to go back and complete them.

Abigail A Employee3

SAVE SUBMIT

1. CORE COMPETENCIES 5.0 (Employee Rating)
N/A (Supervisor Rating)

	EMPLOYEE	SUPERVISOR
1. Customer Focus	5.0 Write your comment	 Write your comment

21

This concludes the training for completing your performance review. If you have other reviews to complete, you can go back to the Dashboard and View the next review.