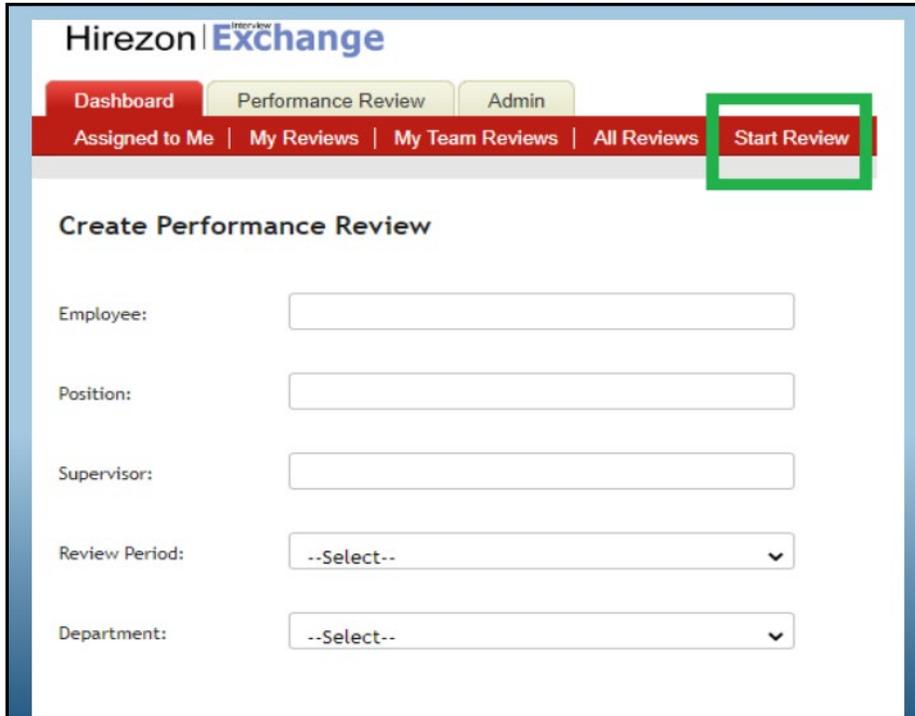


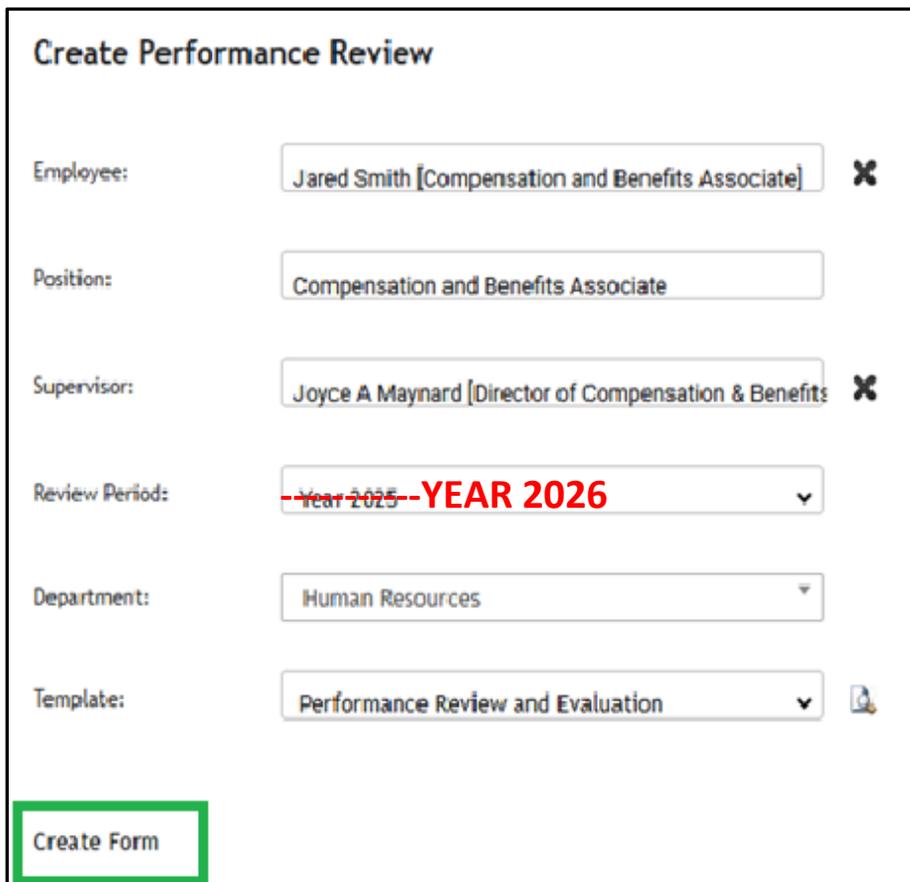
Performance Reviews Supervisors Guide: How to Start Performance Reviews

Step 1, Start Review.



The screenshot shows the Hirezon Performance Review interface. At the top, there are navigation tabs: 'Dashboard', 'Performance Review', and 'Admin'. Below these, there are links: 'Assigned to Me', 'My Reviews', 'My Team Reviews', 'All Reviews', and 'Start Review'. The 'Start Review' button is highlighted with a green box. Below the navigation, the main heading is 'Create Performance Review'. There are five input fields: 'Employee:', 'Position:', 'Supervisor:', 'Review Period:', and 'Department:'. Each field is currently empty or shows a placeholder like '--Select--'.

Step 2, Create Form.



The screenshot shows the 'Create Performance Review' form with the following fields populated:

- Employee: Jared Smith [Compensation and Benefits Associate] X
- Position: Compensation and Benefits Associate
- Supervisor: Joyce A Maynard [Director of Compensation & Benefits] X
- Review Period: ~~Year 2025~~ **YEAR 2026**
- Department: Human Resources
- Template: Performance Review and Evaluation

The 'Create Form' button at the bottom left is highlighted with a green box.

Step 3, Send for Self Review.

The screenshot shows a performance review form with several sections, each with a plus sign and a title:
+ Self Evaluation - Performance (Non Scored | Reportable | Visible for Self Review)
+ Self Evaluation - Future Goals & Objectives (Non Scored | Reportable | Visible for Self Review)
+ Supervisor Review - Employee ID (Non Scored | Reportable)
+ Supervisor Review - Behavioral Summary (Non Scored | Reportable)
+ Supervisor Review - Performance Summary (Non Scored | Reportable)
+ Supervisor Review - Goal Setting (since last review, if applicable) (Non Scored | Reportable)
+ Supervisor Review - Performance/Developmental Goals | (if applicable) (Non Scored | Reportable)
+ Supervisor Review - Overall Rating (Non Scored | Reportable)
Below the sections is an 'Add New Section' button. To the right are 'Complete Form' and 'Go to Routing' buttons. At the bottom, there is a toolbar with icons for 'View Form', 'Clone', 'Send For Self Review' (highlighted with a green box), 'Delete', 'Change Supervisor', and 'Attach Past Reviews'. A large green arrow points from the 'Send For Self Review' button up towards the top of the form.

REPEAT that Process For all of Your Employees.

The diagram illustrates a three-step process for creating a performance review:
1. A screenshot of the Hirezon|Exchange dashboard with the 'Start Review' button highlighted in a green box.
2. A 'Create Performance Review' form with fields for Employee (Jared Smith), Position (Compensation and Benefits Associate), Supervisor (Joyce A Maynard), Review Period (Year 2025), Department (Human Resources), and Template (Performance Review and Evaluation). The 'Create Form' button at the bottom is highlighted in a green box.
3. A call to action: 'SCROLL DOWN, CLICK HERE!' with a 'Send For Self Review' button highlighted in a white box. Below this is the word 'REPEAT!' in large, bold, black letters.