

# Performance Reviews Supervisors Guide: How to Start Performance Reviews

## Step 1, Start Review.

Hirezon | Interview Exchange

Dashboard

Performance Review

Admin

Assigned to Me

My Reviews

My Team Reviews

All Reviews

Start Review

Create Performance Review

Employee:

Position:

Supervisor:

Review Period:

--Select--

Department:

--Select--

## Step 2, Create Form.

Create Performance Review

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

Department:

Human Resources

Template:

Performance Review and Evaluation

Create Form

## Step 3, Send for Self Review.

The screenshot shows a performance review form with the following sections:

- 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)

At the bottom, there is a toolbar with the following options:

- Add New Section** (with a green arrow pointing to the 'Send For Self Review' button)
- Complete Form**
- Go to Routing**
- View Form**
- Clone**
- Send For Self Review** (highlighted with a green box)
- Delete**
- Change Supervisor**
- Attach Past Reviews**

**REPEAT that Process For all of Your Employees.**

**1.**

Hirezon|Exchange

Dashboard | Performance Review | Admin

Assigned to Me | My Reviews | My Team Reviews | All Reviews | **Start Review**

**2.**

Create Performance Review

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

Department: Human Resources

Template: Performance Review and Evaluation

**Create Form**

**3.**

**SCROLL DOWN, CLICK HERE!**

**REPEAT!**