



# Syssero<sup>®</sup> Solution Packet

Performance Review Manual Send Back



# Solution Overview

A manual send back of a Performance Review is sometimes required:

- When revisions or additional inputs are needed post-submission
- To correct errors or oversights in the review
- Or to update goals and objectives

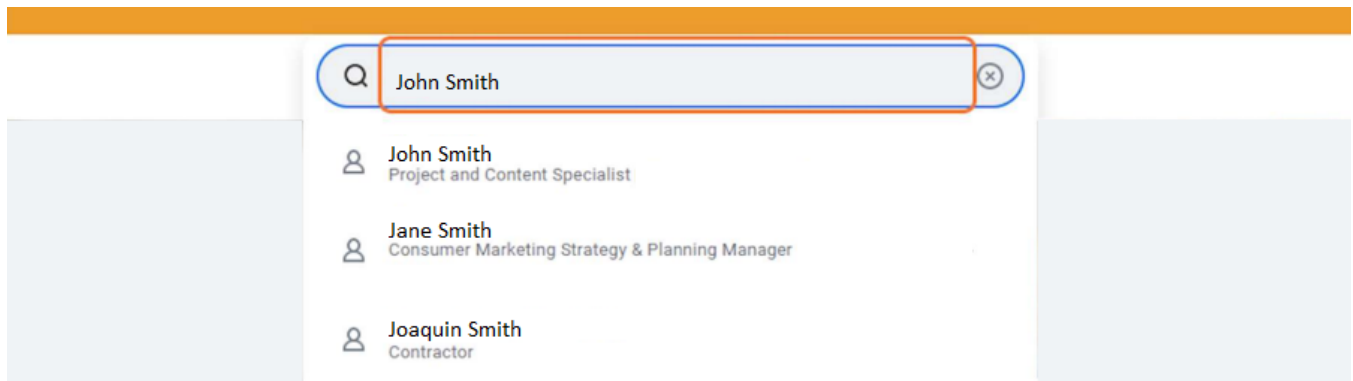
This process ensures the performance evaluation accurately reflects the employee's contributions and aligns with organizational standards.

## Impacted Functional Areas

- **Talent/Performance/Talent Optimization**

### Step 1: Find the employee record

First, you'll simply go to your org's home, type in the employee's name, and select it once found.





Next, click on Job under the employee's profile, then click on the Worker History tab.

Employee Profile: John Smith

- Email
- Team
- Summary
- Job**
- Career
- Compensation
- Personal

Statements

Education

Search: John Smith

Navigation: Compensation | Organizations | **Worker History** | Service Dates | Additional Data

Contact Info

Email

## Step 2: Find the Performance Review

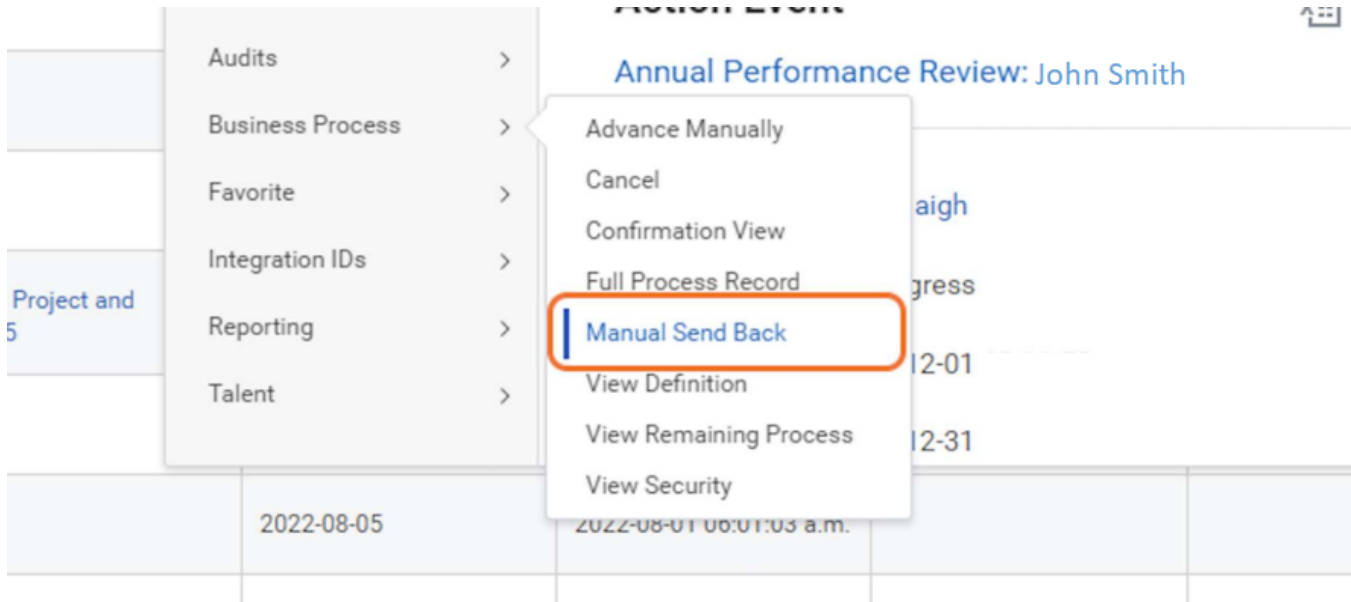
From here, you'll want to find the relevant Annual Performance Review Business Process, and go to the Related Actions icon next to the Performance Review Process.

Worker History 47 items

Business Process	Effective Date
Absence Request: John Smith	202
Annual Performance Review: John Smith	202
Absence Request: John Smith	202
Absence Request: John Smith	202

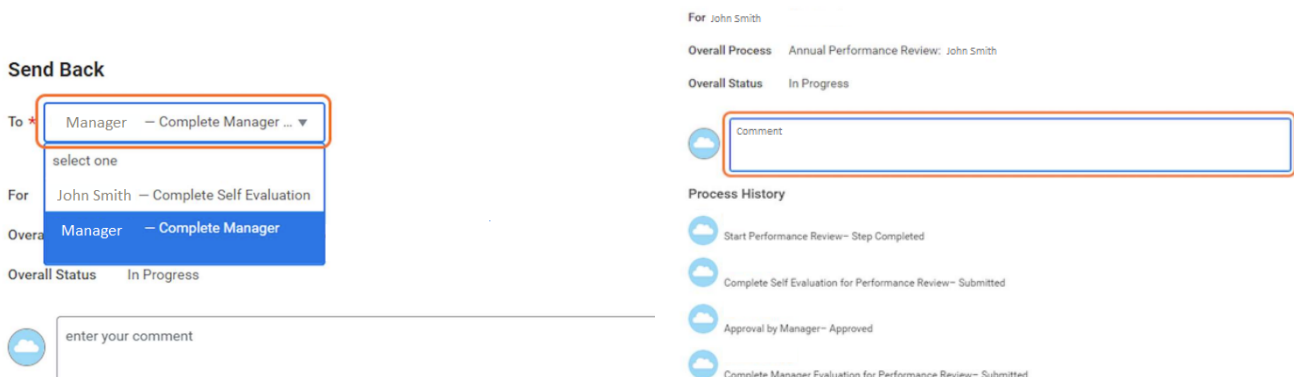


Next, click on Business Process -> Manual Send Back



### Step 3: Send back the performance review

Once you're here, you'll simply enter the criteria for who the performance review is being sent back to. In this example, the review is being sent back to the manager. Once done, enter your comments, and submit it.



And that's it! You've now sent back a performance review. For help or more info, reach out to [info@syssero.com](mailto:info@syssero.com)