

Complete Self Review in Performance Management (Perform)



This guide walks through how to navigate to, and complete your own Performance Review in Performance Management

1 Navigate to <https://aee.myisolved.com/home>

The screenshot shows a user interface for a user named Chris. The interface is divided into several sections:

- Quick Punch:** A section with a clock icon and the text "Quick Punch". Below it, it says "Last punch OUT You can still punch if you wish". There is a "Punch" button and an "Options" dropdown menu. A "Punched Out" status is shown with a clock icon and the time "As of 4:54 PM".
- To-Dos:** A section with a list icon and the text "To-Dos". It contains two "Manager Time Off Request" items. The first item is for Samuel Doore (0024) requesting 8 hours for 03/06/2026 using PTO for Cynkar Technologies (CYN22). It is marked as "Past due by 1 month" and has "Approves" and "Rejects" buttons. The second item is for Christopher Bailey (0006) requesting 8 hours for 04/03/2026 using PTO for Cynkar Technologies (CYN22). It is marked as "Past due by 3 weeks" and has "Approves" and "Rejects" buttons.
- Time Off: Floating Holiday:** A section with a palm tree icon and the text "Time Off: Floating Holiday". It shows "Available as of 4/4/2026" and "8 hours". Below this, it shows "Taken as of 4/4/2026" and "Projected through 1/29/2027". It also displays "0 hours" and "16 hours".
- Recently Visited:** A section with a star icon and the text "Recently Visited". It contains a link for "Performance Reviews".
- Connect With Us:** A section with a group of people icon and the text "Connect With Us".

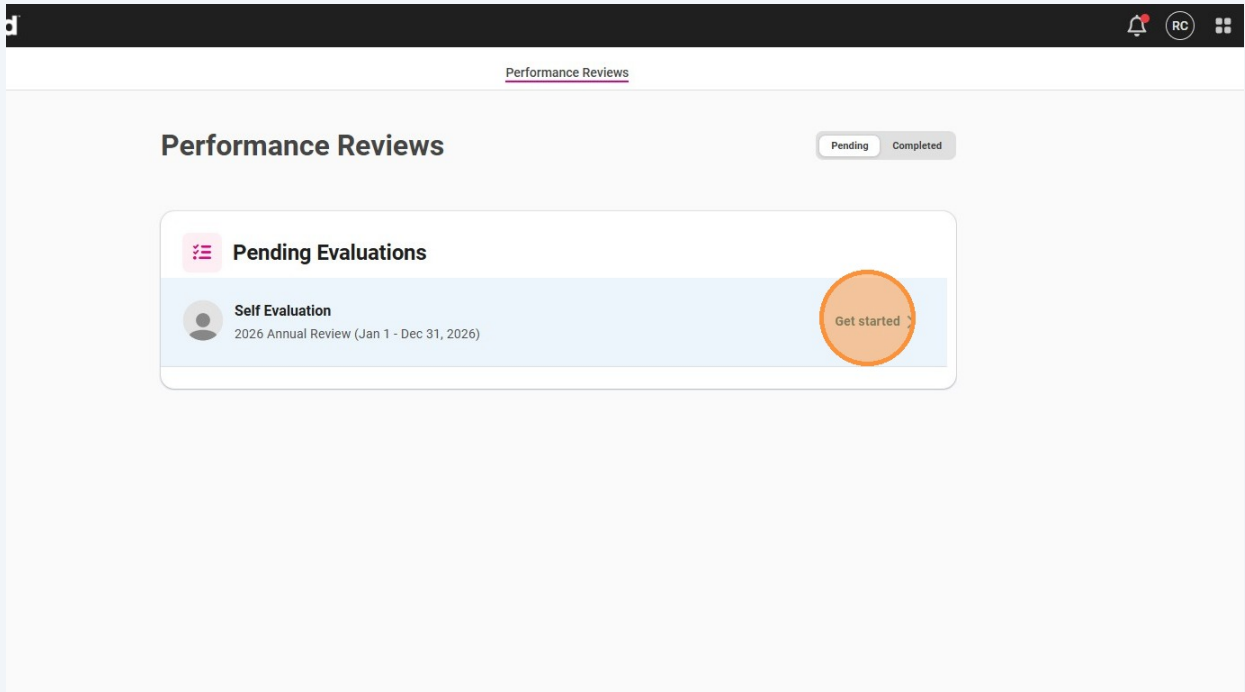
2 Click "Talent Management"

The screenshot shows the HR system interface. On the left sidebar, the 'Talent Management' icon is highlighted with an orange circle. The main content area is divided into three columns. The left column contains a 'Quick Punch' section with a 'Punched Out' status and a 'Punch' button. The middle column contains a 'To-Dos' section with two 'Manager Time Off Request' items and a 'Run Payroll' item. The right column contains a 'Time Off: Floating Holiday' section showing 8 hours available, a 'Recently Visited' section with 'Performance Reviews', and a 'Connect With Us' section with social media icons.

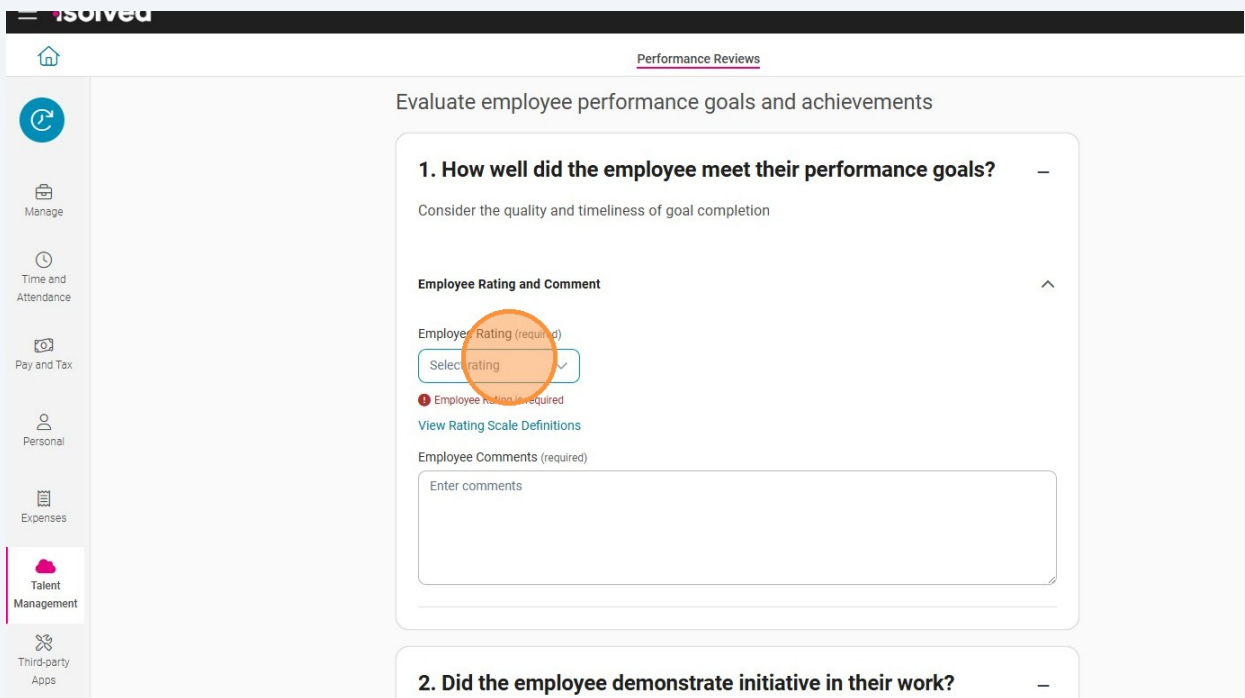
3 Click "Performance Reviews"

The screenshot shows the HR system interface with the 'Performance Reviews' icon in the sidebar highlighted by an orange circle. The main content area is divided into three columns. The left column contains a 'Quick Punch' section with a 'Punched Out' status and a 'Punch' button. The middle column contains a 'To-Dos' section with two 'Manager Time Off Request' items and a 'Run Payroll' item. The right column contains a 'Time Off: Floating Holiday' section showing 8 hours available, a 'Recently Visited' section with 'Performance Reviews', and a 'Connect With Us' section with social media icons.

4 Click "Get started" to begin evaluation.



5 Fill out your ratings and your comments for each section.



6

At the bottom of the review, you can Save Progress, Save and Exit to close out, or Submit. If you click submit, you will not be able to come back and make changes to your review.

1. How effectively does the employee communicate with team members? –

Evaluate clarity, responsiveness, and professional communication

Employee Rating and Comment ^

Employee Rating (required)

Successful ▼

[View Rating Scale Definitions](#)

Employee Comments (required)

I think I've done well this past year!

[Save progress](#) [Save and exit](#) [Submit](#)