

# Complete a Performance Review in isolated as a Manager or Supervisor



This guide walks through how to complete a performance review in isolated as a manager or supervisor. This is the simple isolated performance tool within isolated, not the larger Share & Perform tool.

1

Navigate to <https://connect.threadhcm.com/default.aspx>  
Click on your name in the top left to switch to Manager or Supervisor View

The screenshot displays the isolated HCM interface. At the top, the 'isolated' logo is visible, along with 'Delivered by thread'. The user's name, 'Ryan Reynolds', is shown in the top left. The main header area contains employee details: 'Ryan Reynolds', 'Employee #: 1', 'Pay Group: Bi-We...', 'Hire Date: 4/9/20...', 'Team:', 'Location:', 'Client: CYN22 - CynTech', and 'Company: Cynkar Technologies (Active)'. The left sidebar lists 'Employee Self-Service' options, including 'Employee Welcome', 'Pay History', 'W2/ACA/1099 Forms', 'Employee Profile', 'Employee Messages', 'Direct Deposits', 'Human Resources', 'EE Performance Reviews', 'My Reviews', 'Performance Review History' (highlighted), 'Update Information', 'EE Benefits', 'ZayZoon On-Demand Pay', and 'Time'. The main content area is titled 'Performance Review History' and includes a 'Status' dropdown menu set to 'All'. Below this is a table with columns: 'Scheduled ...', 'Review Ty...', 'Review P...', 'Reviewer', 'Date Com...', 'Status', 'Overall Ra...', 'Overall To...', and 'Scaled Sc...'. The table is currently empty.

## 2 Click "Manager View"

The screenshot shows the 'isolved' HR system interface. The top header includes the 'isolved' logo, 'Delivered by thread', and user information (RC). The main header displays 'Ryan Reynolds' with details: Pay Group: Bi-We..., Hire Date: 4/9/20..., Team: , Location: , Client: CYN22 - CynTech, and Company: Cynkar Technologies (Active). The left sidebar menu is open, showing options like 'Employee View', 'Manager View' (highlighted with an orange circle), 'Supervisor View', 'Employee Welcome', 'Pay History', 'W2/ACA/1099 Forms', 'Employee Profile', 'Employee Messages', 'Direct Deposits', 'Human Resources', 'EE Performance Reviews', 'My Reviews', 'Performance Review History' (underlined), 'Update Information', 'EE Benefits', 'ZayZoon On-Demand Pay', and 'Time'. The main content area is titled 'Performance Review History' and includes a 'Status' dropdown set to 'All' and a table with columns: Scheduled, Review Ty..., Review P..., Reviewer, Date Com..., Status, Overall Ra..., Overall To..., and Scaled Sc....

## 3 Click "Employee Self-Service"

The screenshot shows the 'isolved' HR system interface. The top header includes the 'isolved' logo, 'Delivered by thread', and user information (RC). The main header displays 'Client: CYN22 - CynTech' and 'Legal: Cynkar Technologies'. The left sidebar menu is open, showing options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', 'Employee Self-Service' (highlighted with an orange circle), 'Employee Welcome', 'My Dashboard' (underlined), 'Pay History', 'W2/ACA/1099 Forms', 'Employee Profile', 'Employee Messages', 'Company Information', 'Direct Deposits', 'Human Resources', 'EE Performance Reviews', 'Update Information', and 'Time'. The main content area is titled 'My Dashboard' and includes a 'Options' section with links to 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', and 'Earnings Summary of Hou...'. On the right, there are four status messages: 'You have Pending Time Off Requests! Click here to view.', 'You have No Pending Transactions', 'You have No Pending Shift Requests between 7/8/2025 - 12/23/2025', and 'You have No Pending Punches between 7/8/2025 - 12/23/2025'.

#### 4 Click "EE Performance Reviews"

The screenshot shows the 'Employee Self-Service' menu on the left. The 'EE Performance Reviews' option is highlighted with an orange circle. The main content area on the right shows a 'Pending Transactions' list and two status messages: 'You have No Pending Shift Requests between 7/8/2025 - 12/23/2025' and 'You have No Pending Punches between 7/8/2025 - 12/23/2025'.

Employee Admin Tools

Employee Management

Client Management

Reports

Employee Self-Service

- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Direct Deposits
- Human Resources ▼
  - Documents
  - Salary
  - ESS Misc Data Sets
  - ESS Misc Fields
  - EE Performance Reviews** >
  - Update Information >
  - EE Benefits >
  - Time >
  - Occurrences
  - Corrective Actions
  - Turbo Tax

Pending Transactions

- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...

You have No Pending Shift Requests between 7/8/2025 - 12/23/2025

You have No Pending Punches between 7/8/2025 - 12/23/2025 i

**solved** © 2025

#### 5 Click "My Reviews"

The screenshot shows the 'Employee Self-Service' menu on the left. The 'My Reviews' option is highlighted with an orange circle. The main content area on the right shows the same 'Pending Transactions' list and status messages as in the previous screenshot.

Employee Admin Tools

Employee Management

Client Management

Reports

Employee Self-Service

- Employee Messages
- Company Information
- Direct Deposits
- Human Resources ▼
  - Documents
  - Salary
  - ESS Misc Data Sets
  - ESS Misc Fields
  - EE Performance Reviews ▼
    - My Reviews**
    - Performance Review History
  - Update Information >
  - EE Benefits >
  - Time >
  - Occurrences
  - Corrective Actions
  - Turbo Tax

Pending Transactions

- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...

You have No Pending Shift Requests between 7/8/2025 - 12/23/2025

You have No Pending Punches between 7/8/2025 - 12/23/2025 i

**solved** © 2025

6 Choose the review you'd like to complete and Click "Start"

The screenshot shows the 'My Reviews' page in the isolved system. The left sidebar contains a menu with options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', and 'Employee Self-Service'. The main content area displays a table of reviews for 'Christopher Bailey' with a status of 'Not Started'. The 'Start' button is highlighted with an orange circle.

Employee	Review	Review Type	Status
Christopher Bailey	10/1/2025	Annual Review	Not Started

7 Go through the questions and complete the review and click Next on each screen.

The screenshot shows the 'My Reviews' page in the isolved system, specifically the 'Communication' section. The 'Rating' is set to 'Above Expectations - 4'. The 'Comments' field is empty. The 'Start' button is highlighted with an orange circle.

Rating: Above Expectations - 4

Comments:

## 8 Click "Next"

isolved Delivered by thread

Client: CYN22 - CynTech

My Reviews isolved University Help

[< Previous](#) [Next >](#) [View](#)

Overall

Rating: Above Expectations - 4

Comments: Great

Employee Admin Tools

Employee Management

Client Management

Reports

Employee Self-Service

Employee Messages

Company Information

Direct Deposits

Human Resources

Documents

Salary

ESS Misc Data Sets

ESS Misc Fields

EE Performance Reviews

## 9 If you click "View" you can see a PDF of the review, otherwise you can click Mark as Complete

isolved Delivered by thread

Client: CYN22 - CynTech

My Reviews isolved University Help

[< Previous](#) [Mark as Complete](#) [View](#)

Overall Rating: 4 - Overall Total Points: 12/15  
To finalize the review please select Mark as Complete

Employee Admin Tools

Employee Management

Client Management

Reports

Employee Self-Service

Employee Messages

Company Information

Direct Deposits

Human Resources

Documents

Salary

ESS Misc Data Sets

ESS Misc Fields

EE Performance Reviews

## 10 Click "Mark as Complete"

The screenshot shows the 'isolved' web application interface. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and user information 'RC'. The left sidebar shows a menu with categories like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', and 'Employee Self-Service'. The 'Employee Self-Service' category is expanded, showing sub-items like 'Employee Messages', 'Company Information', 'Direct Deposits', 'Human Resources', 'Documents', 'Salary', 'ESS Misc Data Sets', 'ESS Misc Fields', and 'EE Performance Reviews'. The main content area is titled 'My Reviews' and shows a client 'CYN22 - CynTech'. Below the title, there is a navigation bar with 'Previous', 'Mark as Complete' (highlighted with an orange circle), and 'View' buttons. A message box states: 'Overall Rating: 4 - Overall Total Points: 12/15. To finalize the review please select Mark as Complete'.

## 11 It will then be moved to the history. Click "Performance Review History"

The screenshot shows the 'isolved' web application interface. The left sidebar menu is expanded, showing the 'Performance Review History' link highlighted with an orange circle. The main content area displays a table with the following data:

Christopher Bailey	10/17/2025	Annual Review	Pending EE Acknowledgement

The bottom of the page shows the 'isolved' logo and copyright information '© 2025'.

12

Here you'll see all reviews for that employee that have either been complete, or need to be completed.

Delivered by thread

Ryan Rey...

Employee Admin Tools
 Employee Management
 Client Management
 Reports
 Employee Self-Service

Employee Messages  
 Company Information  
 Direct Deposits  
 Human Resources   
   Documents  
   Salary  
   ESS Misc Data Sets  
   ESS Misc Fields  
 EE Performance Reviews

<

1 of 66

>

Chris Bailey

Employee #: 0006

Pay Gro...

Status: ...

Hourly: ...

Hire Dat...

Work L...

Team:

Depart...

Location:

Client: CYN22 - CynTech

Company: Cynkar Technologies (Active)

Performance Review History

Next

Status: All

Schedule...	Review T...	Review P...	Reviewer	Date Com...	Status	Overall R...	Overall To...	Scaled Sc...
10/1/2025	Annual Revi...	07/01/2025...	Ryan Reynol...		Pending EE A...	4	12/15	80/100
10/1/2025	Annual Revi...	07/01/2025...	Christopher ...		Not Started			
10/1/2025	Annual Revi...	07/01/2025...	Amber Dem...		Not Started			