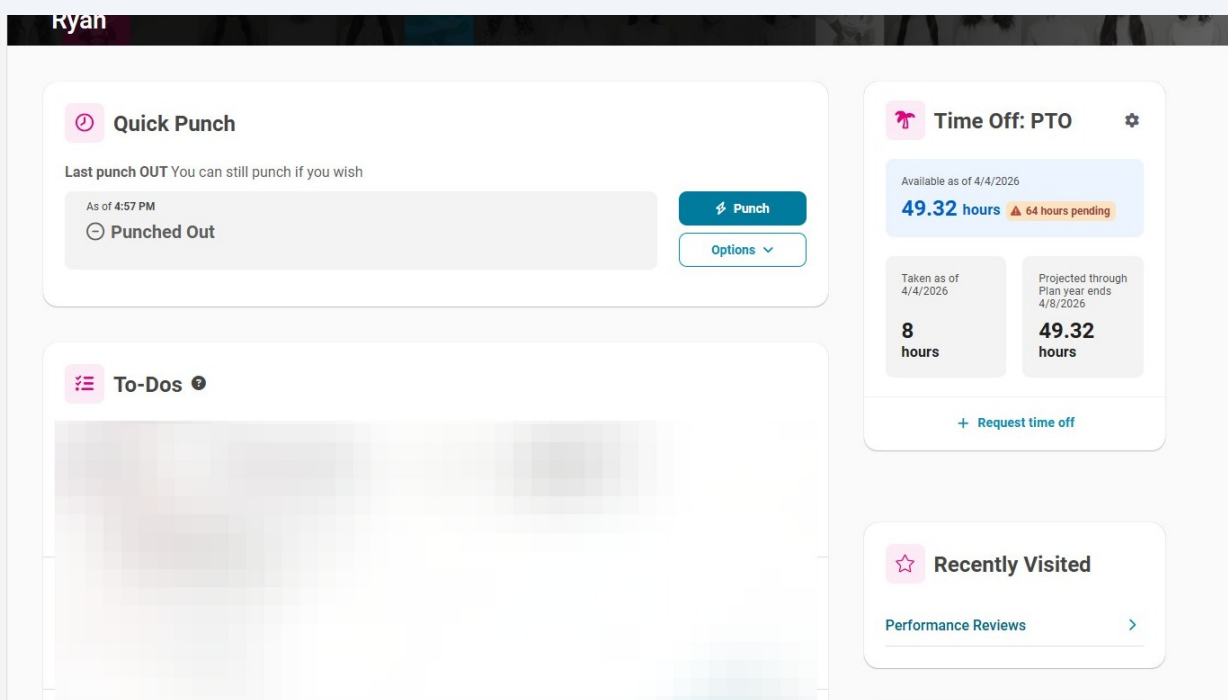


Completing Performance Management Reviews in isolved - Manager/Supervisor



Learn how to navigate the Talent Management module to complete and submit an employee performance evaluation. This can only be done within the Employee Workspace (Adaptive) View

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



2 Click Talent Management in the sidebar.

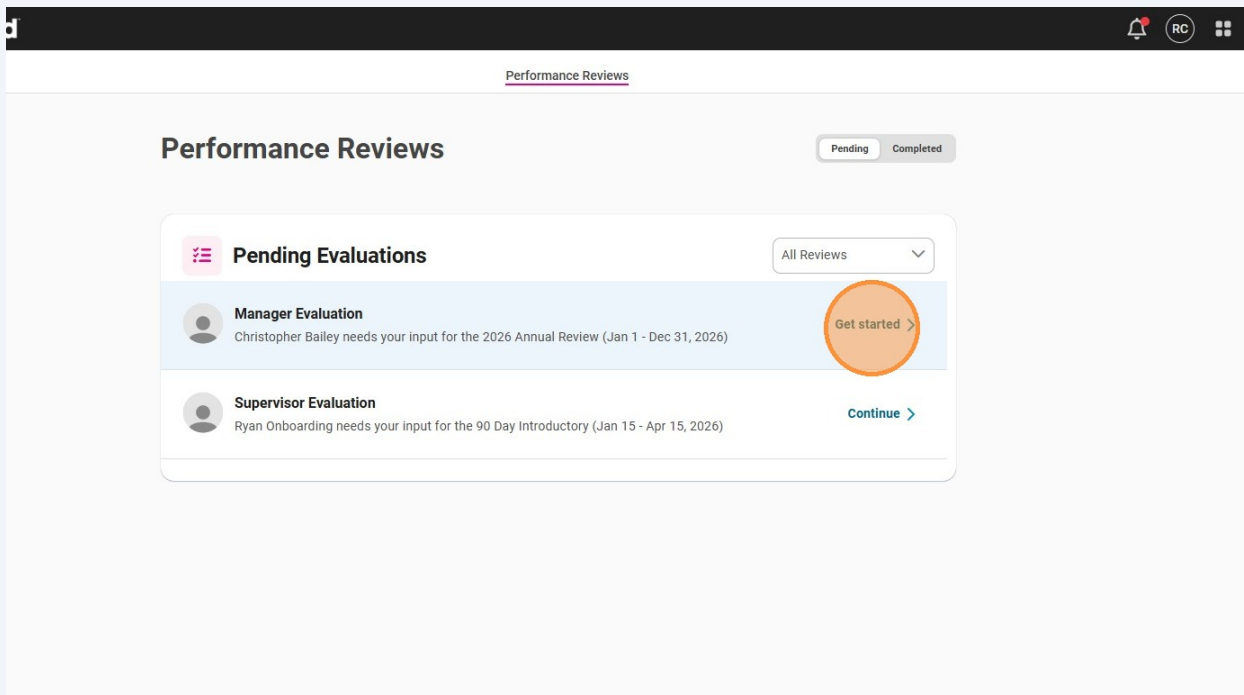
The screenshot shows the left sidebar of the HR system. The 'Talent Management' icon, which is a cloud with a person inside, is circled in orange. Other icons in the sidebar include 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', and 'Third-party Apps'. The main content area is partially visible, showing a 'Quick Punch' section with a 'Punch' button and a 'To-Dos' section.

3 Select Performance Reviews from the menu.

The screenshot shows the HR system interface with a dropdown menu open from the 'Talent Management' icon. The 'Performance Reviews' option is highlighted with an orange circle. The main content area shows a 'Quick Punch' section, a 'To-Dos' section, and a 'Time Off: PTO' section. The 'Time Off: PTO' section displays 'Available as of 4/4/2026', '49.32 hours', and '64 hours pending'. Below this, there are two boxes: 'Taken as of 4/4/2026' with '8 hours' and 'Projected through Plan year ends 4/8/2026' with '49.32 hours'. A '+ Request time off' button is also visible. The 'Recently Visited' section shows 'Performance Reviews' with a right arrow.

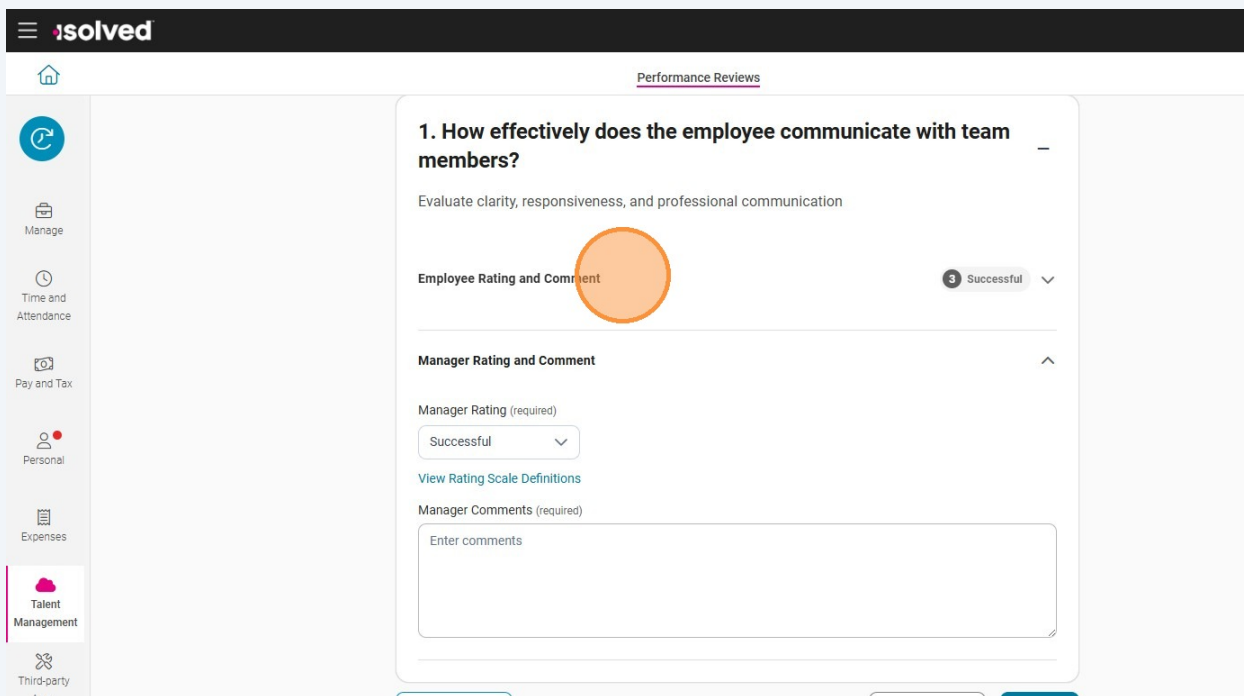
4

Click Get started for the specific Evaluation you'd like to review



5

Expand the Employee Rating and Comment section. Here you can see how the employee rated themselves if we have it set up this way.



6

Fill out your ratings, comments and then you can hit Submit. At the bottom you'll also see Save Progress and Save and Exit to Save, but not Submit the review.

Employee Rating and Comment

Employee Rating:
Successful

I think I've done well this past year!

Manager Rating and Comment

Manager Rating (required)
Successful

[View Rating Scale Definitions](#)

Manager Comments (required)
Enter comments

Save progress Save and exit Submit

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Employee Rating and Comment

Employee Rating:
Successful

I think I've done well this past year!

Manager Rating and Comment

Manager Rating (required)
Successful

[View Rating Scale Definitions](#)

Manager Comments (required)
I think the employee is improving drastically

Save progress Save and exit Submit

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7

Click Yes, submit! to confirm and finalize the evaluation. Once completed, you'll be directed back to the Performance Management Dashboard where you can see any others you have to complete.

