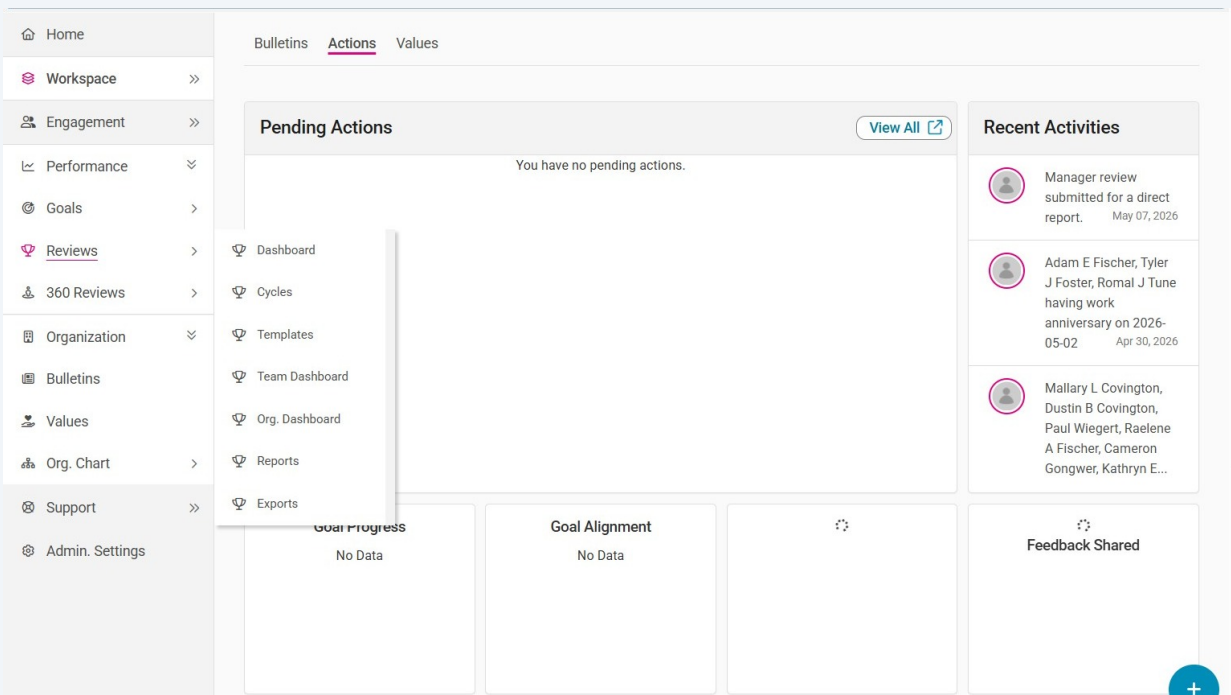


Remove Employee from Review Cycle in Share & Perform

This quick guide shows you how to remove an employee from the cycle altogether so they are no longer a part of the review.

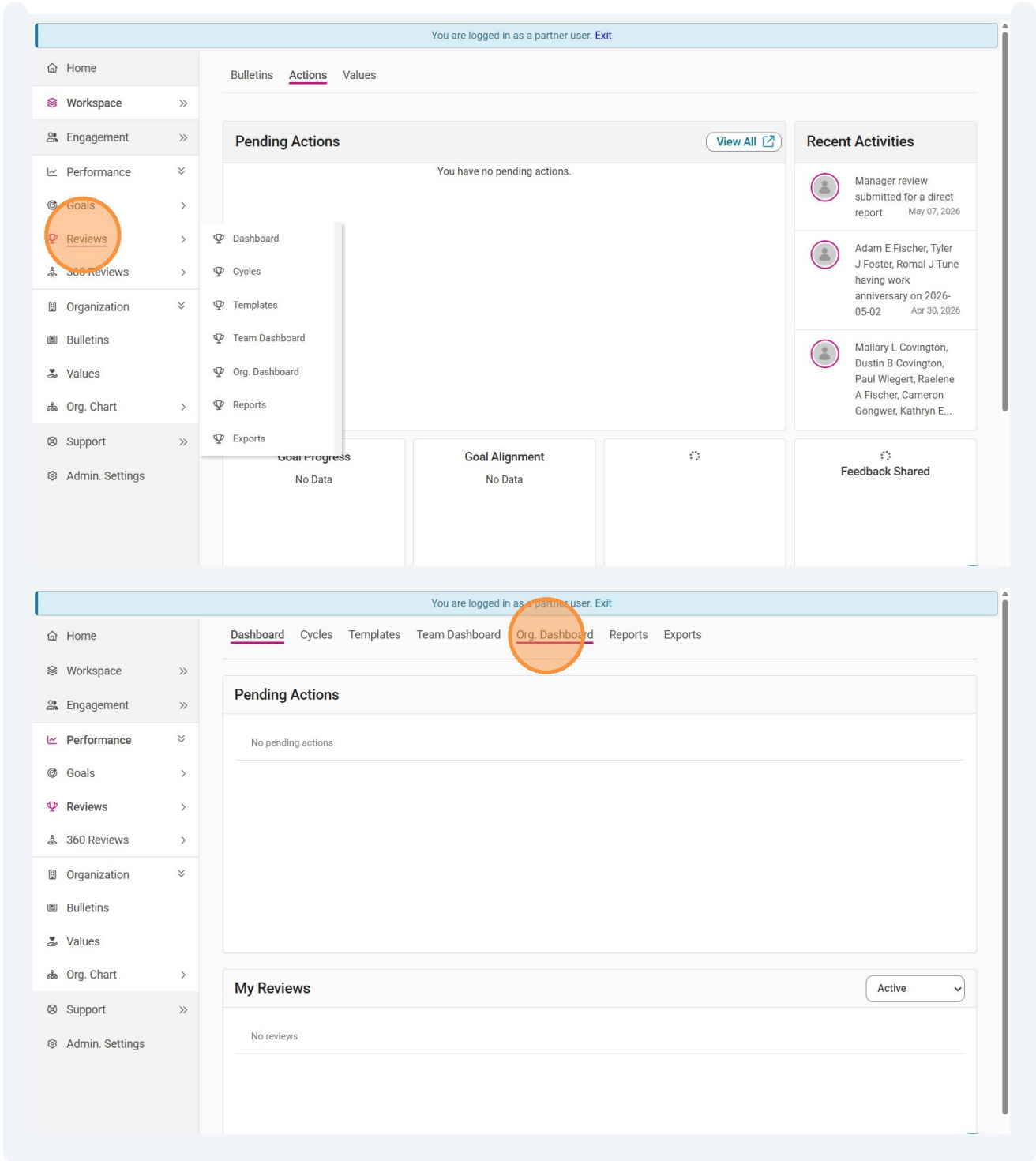
1

Navigate to https://3270.shareandperform.myisolved.com/performance/dashboard#appraisal_management/appraisals/list



2

Navigate to 'Org. Dashboard' under the 'Reviews' section.



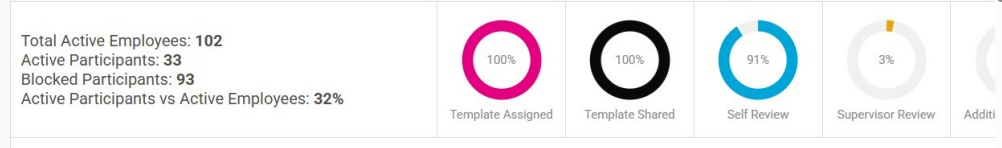
3 Open the Employee settings menu and select 'Remove from cycle'.

- Workspace >>
- Engagement >>
- Performance >>
- Goals >
- Reviews >
- 360 Reviews >
- Organization >>
- Bulletins
- Values
- Org. Chart >
- Support >>
- Admin. Settings

2026 Annual Review- FINAL Add Users Change Cycle Export

Review Period: Jun 01, 2025 - May 31, 2026

My Org. Select Department



List View Hierarchy View 1 - 33

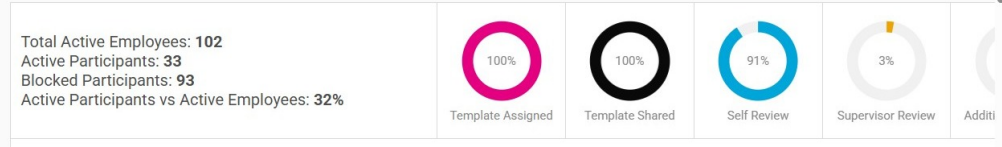
Employee	Job Title	Template	Status	Employee	Supervisor	Ac	Rt
Alison A Penn	Administrative Co...	✓	In Progress	AE	Pending John Whitney		
Ariadne A Morsella	Director of Member...	✓	In Progress	ME	Pending Dustin B Covington		
Delilah Berrios-Ba...	Director of Mobiliza...	✓	In Progress	ME	Pending Sarah M Parham		
Dorothy Hatchett ...	Coordinator of Mob...	✓	In Progress	AE	Pending Delilah Berrios-B...		

- Workspace >>
- Engagement >>
- Performance >>
- Goals >
- Reviews >
- 360 Reviews >
- Organization >>
- Bulletins
- Values
- Org. Chart >
- Support >>
- Admin. Settings

2026 Annual Review- FINAL Add Users Change Cycle Export

Review Period: Jun 01, 2025 - May 31, 2026

My Org. Select Department



List View Hierarchy View 1 - 33

Employee	Job Title	Template	Status	Employee	Supervisor	Ac	Rt
Alison A Penn	Administrative Co...	✓	In Progress	AE	Pending John Whitney		
Ariadne A Morsella	Director of Member...	✓	In Progress	ME	Pending Dustin B Covington		
Delilah Berrios-Ba...	Director of Mobiliza...	✓	In Progress	ME	Pending Sarah M Parham		
Dorothy Hatchett ...	Coordinator of Mob...	✓	In Progress	AE	Pending Delilah Berrios-B...		

4 Select the checkbox for the employee you wish to remove from the cycle.

2026 Annual Review- FINAL
Review Period: Jun 01, 2025 - May 31, 2026

My Org. Select Department

Total Active Employees: 102
Active Participants: 33
Blocked Participants: 93
Active Participants vs Active Employees: 32%

100% Template Assigned
100% Template Shared
91% Self Review
3% Supervisor Review

List View Hierarchy View 1 - 33

Employee	Job Title	Template	Status	Employee	Supervisor
<input type="checkbox"/> Alison A Penn	Administrative Co...	✓	In Progress	AE	Pending John Whitney
<input checked="" type="checkbox"/> Ariadne A Morsella	Director of Member...	✓	In Progress	ME	Pending Dustin B Covington
<input type="checkbox"/> Delilah Berrios-Ba...	Director of Mobiliza...	✓	In Progress	ME	Pending Sarah M Parham
<input type="checkbox"/> Dorothy Hatchett ...	Coordinator of Mob...	✓	In Progress	AE	Pending Delilah Berrios-B...

5 Click 'Remove' to confirm the action.

2026 Annual Review- FINAL
Review Period: Jun 01, 2025 - May 31, 2026

Select Department

Total Active Employees: 102
Active Participants: 33
Blocked Participants: 93
Active Employees: 32%

100% Template Assigned
100% Template Shared
91% Self Review
3% Supervisor Review
0% Additional Reviews
0% HR Review

REMOVE FROM CYCLE Selected Employee: 1 Remove Cancel

1 - 33 of 33

Employee	Job Title	Template	Status	Employee	Supervisor	Additional Reviewers	HR
Alison A Penn	Administrative Co...	✓	In Progress	AE	Pending John Whitney	+0	Pending
Ariadne A Morsella	Director of Member...	✓	In Progress	ME	Pending Dustin B Covington	+0	Pending
Delilah Berrios-Ba...	Director of Mobiliza...	✓	In Progress	ME	Pending Sarah M Parham	+0	Pending