



KENJO

Welcome to the Kenjo family!

If you don't have an account yet, please click on this link to create a new one:

[Sign up](#)

Note: You will be automatically assigned as the admin for this new account (this can be changed later if needed).

PERFORMANCE

Follow the instructions below step by step to set up your Performance reviews. You can find more useful information on how to manage the Kenjo platform in our [Helpcenter](#). Use the search function to find what you need.

First of all, **activate the feature** by going to Settings > Features > Performance review > move the switch to request activation. Visit our article [Activating Performance review](#) to learn more. Our team will send you a confirmation email once active. Keep in mind this can take up to two days.

Step 1 > Recommended workflow

If you don't have a clear plan on how to set up your performance reviews, what to expect from it, or how to make it as useful as possible, we recommend following these steps.

- **Activate Pulse** if you haven't done that previously. Pulse helps you get started, and for your employees to get used to replying questions about their role, work, and relationship with the company. Work with Pulse **for some weeks**, and once your team gains the insights, continue with the next step below.
- **Set up Meetings** between the teams, or the managers and their workers, to discuss how you would like the performance reviews to look like, and how you want to use the results. We think it is important to involve the whole team in those discussions, as well as aligning on goals before we start with the Performance reviews. Remember to **add To**

Dos for anything that needs to be prepared before or after the meeting. Save your **meeting template** before creating the next meeting.

- After the meeting, save the discussed **Goals** in Kenjo so the ones involved can have a clear view on what was decided.
- Create your **first Performance review**.

Step 2 > Launch your first Performance review

Once the goals and dead-lines have been set, go to Performance review by clicking on the icon in the left-side menu bar. Follow the instructions below and learn more in our help center article: [Creating a Performance review](#).

- Click on **(+) New review** , to start setting up your first performance review.
- Write a **title** and an **introduction** to inform your team on the process.
- Choose whether to include or exclude the following types of reviews:
 - **Self-assessment:** employee reviews himself
 - **Managers: Top-down feedback** from Managers to their Employees
 - **Direct reports: Bottom-up feedback** from Employees to their Managers
 - Choose whether you want to make the reviews anonymous or not.
 - **Peer reviews:** add more reviewers by selection
 - Choose whether you want to make the reviews anonymous or not.
 - Choose if only admin and managers should nominate peer reviewers, or if any participant in the Performance review should be able to do it.

In the next step click on **(+) Add participants**

- You can **select the participants** by blocks according to your company structure or manager teams. Make any selections you need to. Same people can be selected several times inside the same performance review. Once selected from the blocks a reviewer is automatically assigned according to the previous types of reviews you included. This automated selection can be edited manually before continuing to the next step.
- Check that the reviewee and reviewer are correctly selected in every case. Make any changes you need to and go to the next step.
- Click on **(+) Add question**
 - In **Categories** you are going to see sample questions. Use them as an inspiration if needed. Then click on Categories (+) to create your own question sections. Categories will have a **direct effect** on how the data will be

displayed in the Performance review results later on. Choose your Categories carefully.

- Then click on **Questions (+)** to add your own questions according to those **Goals** that you previously discussed with your teams and set for the upcoming period. There are four response options:

- Free text reply
- Linear scale reply
- Multiple select reply
- Single select reply

Note: Don't forget to describe your questions well to make them as clear as possible. Use all the description fields (Question, Self-assessment alternative, Description) for further instructions to your reviewer team.

- **Select your saved questions** for this performance review by clicking on the blue (+) mark.
- Click on Save to go to the next step, and move your selected questions to any necessary **displayed order**.
 - Save your selected questions as a **template** by clicking on Template > Save questionnaire as a template
 - Turn on the switch for the **Performance-Potential Matrix** to include this view of the results once the performance review has been completed by all participants. And go to the next step.
- Select first a **Review start date** and then select the following options below:
 - Optional: **Peer nomination**. Select the time limitation the team will have to complete the peer nominations. This will happen before the Performance review start date.
 - **Review end**: Select how long time the team will have to complete all the reviews.
 - Optional: **Share feedback** immediately. Select this option if you want to allow reviewers to share their feedback before the whole Performance review has been completed. If not selected, all feedback will be shared once after the Performance review's end date.
- Review all your settings displayed in the right-side box > **Summary**
- **Launch your review** to start sending out the nomination tasks and/or review requests to all your participants.

After creating a Performance review, you have the option to edit, stop or delete a review.

[Visit our Helpcenter article to learn more.](#)

Step 3 > Write your reviews

Each **reviewee** can see and write his reviews by going to his personal profile > Performance

- To-dos: [to find the current pending tasks and reviews](#)
- My activity: to see all the history of pasts Performance reviews

If the participant is also a **reviewer**, he/she can access the Performance review by clicking on the icon in the left-side menu bar. Use the filters to find the corresponding Performance review from the list and click on it. In the WRITE/VIEW column click on each of the pencil icons to write your reviews.

You may **Save draft & Exit** to continue later, or **Share/Finish** the review.

Don't forget to **add comments** to complete your review with more feedback. Remember to select this option when you are creating the questions and setting up your questionnaire in the previous step.

The performance review will not be completed until all reviewers have shared and finished their reviews.

You can share with your employees [the following Handbooks](#) so they can learn how to write and view their reviews.

Step 4 > Your results

[There are three options](#) where you can check out the results of the Performance review:

- Go to Performance review > search for the review using the filters > click on the corresponding review from the displayed list > **Rating**. Check each reviewee's rating.
- Open each review by clicking on the eye **View** icon in column Write/View.
- Check out the **Performance-Potential matrix** (scroll down in Results)
- **Heatmap**: Go to Performance review > Results
- **Timeline & radar chart**: Go to Performance review > Compare