



Performance Review Handbook - 360°

For reviewers and reviewees

kenjo.io



Types of Reviews



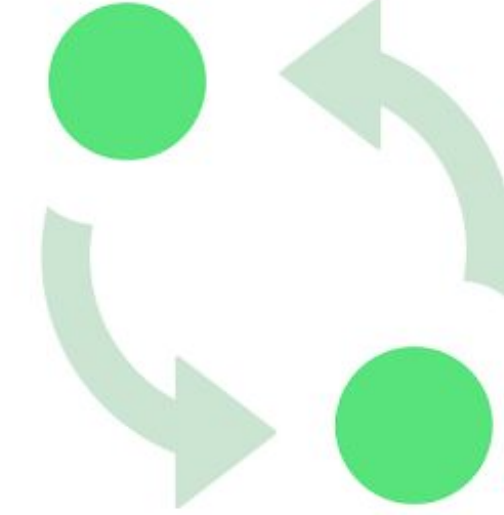
SELF-ASSESSMENT
self review



MANAGERS
top-down feedback



DIRECT REPORTS
bottom-up feedback



PEER REVIEWS
peer to peer feedback

You are allowed to write different types of reviews according to your hierarchy level in the organization and the feedback your company wants to retrieve from the employees' performance. The types of reviews include self-assessment, manager reviews, direct reports, and peer reviews.

Performance review notifications

There are three ways you can find the tasks you will need to complete in terms of performance reviews:

Option 1

On your inbox. Kenjo will send you an email notification when any of these actions happen:



K E N J O

- You need to complete a self-assessment
- Your subordinate has written a self-assessment (only for managers!)
- You need to write feedback
- You received feedback
- You need to nominate peer reviews

Performance review notifications

There are three ways you can find the tasks you will need to complete in terms of performance reviews:

Option 2

Go to **Personal Profile > Performance > TO-DOS**. In this section, you can also see the status (completed, started, not started) and the due date of each task.

AB Andreina Bautista

TO-DOSTO-DOSMY ACTIVITYMY ACTIVITY

Write review (Managers)

Performance Review Q3

Not started

Due 18/06/2021

WRITE REVIEW

Write review (Self-assessment)

Performance Review Q3

Not started

Due 18/06/2021

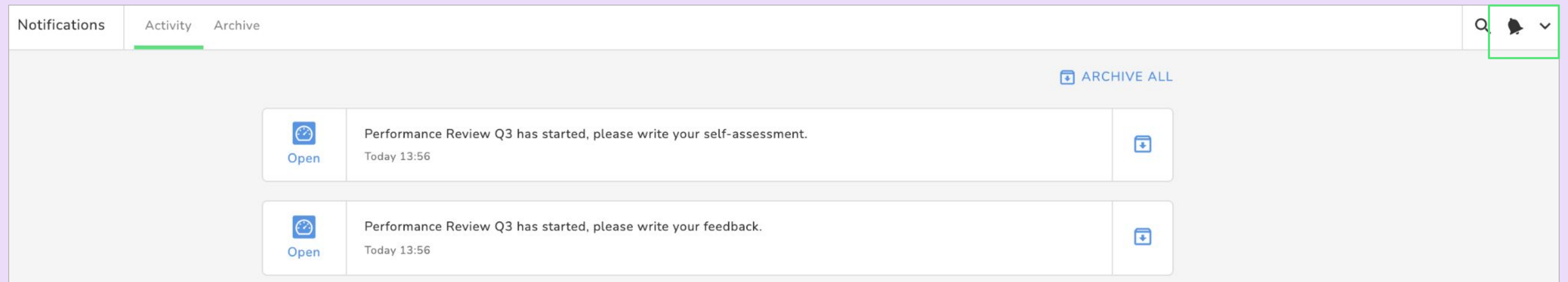
WRITE REVIEW

Performance review notifications

There are three ways you can find the tasks you will need to complete in terms of performance reviews:

Option 3

Go to **Home**, and click on the "**Bell**" button on the right side of the screen.

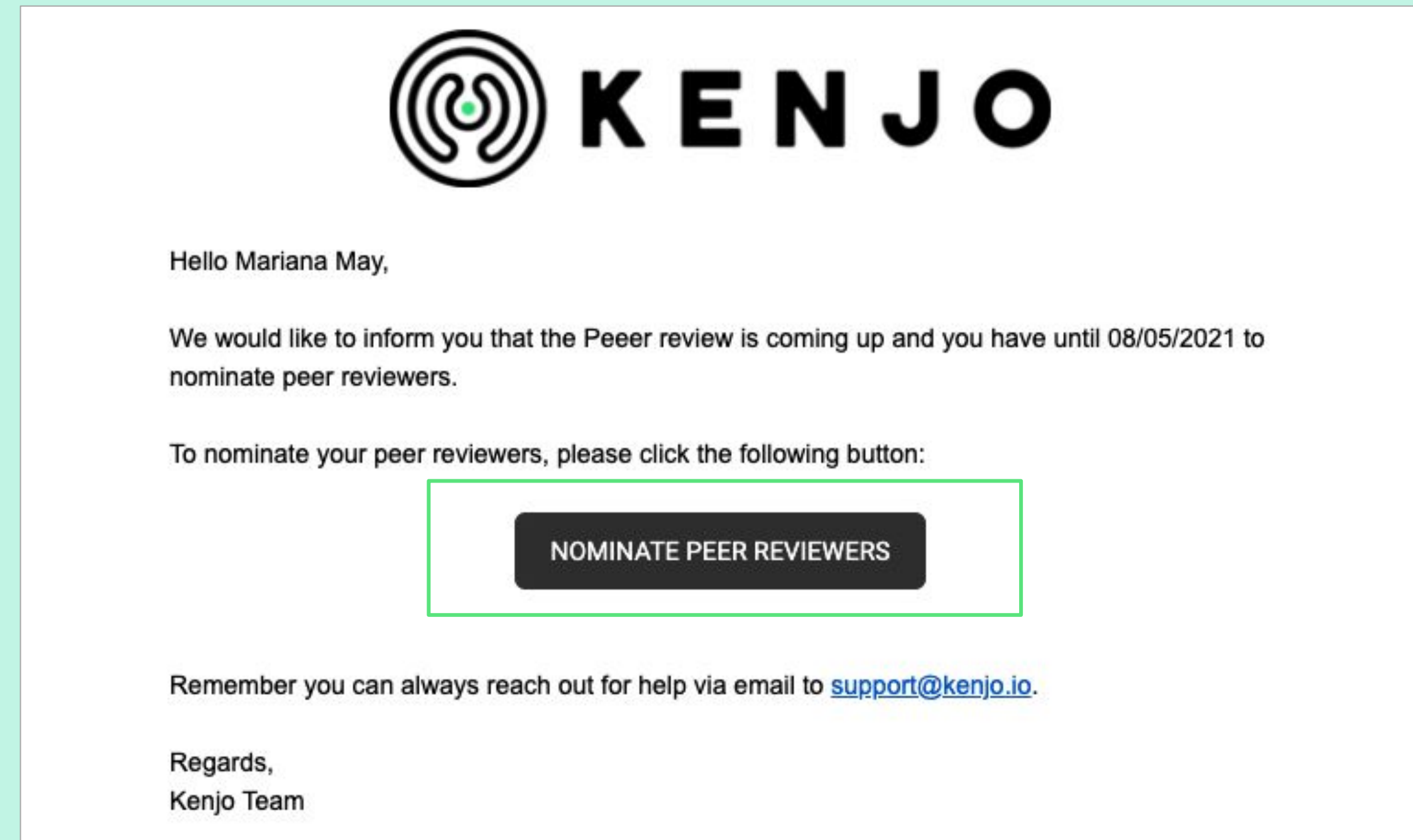


Nominate peers

There are two ways you can nominate peers to write a performance review:

Option 1

Click on the link sent to your email.



Nominate peers

There are two ways you can nominate peers to write a performance review:

Option 2

Go to **Personal Profile > Performance > TO-DOS** and click on **NOMINATE PEERS**. If you are a manager

DS

David Sorondo
Legal Manager

TO-DOS

MY ACTIVITY

<div>Read performance review (Self-assessment)</div> <div>Performance Review Q3</div>	<div>Completed</div> <div><div></div>Due 18/06/2021</div>	<div>READ REVIEW</div>
<div>Read performance review (Managers)</div> <div>Performance Review Q3</div>	<div>Completed</div> <div><div></div>Due 18/06/2021</div>	<div>READ REVIEW</div>
<div>Nominate peer reviewers</div> <div>Peer review</div>	<div>Not started</div> <div><div></div>Due 05/08/2021</div>	<div>NOMINATE PEERS</div>


How to nominate peers

Nominate peers

 Please nominate the colleagues from whom you'd like to get feedback.

Search employees...



NAME	JOB TITLE	DEPARTMENT	ACTIONS
 Mariana May	Marketing Specialist	Communications	REMOVE

SAVE & EXIT

SUBMIT NOMINATIONS

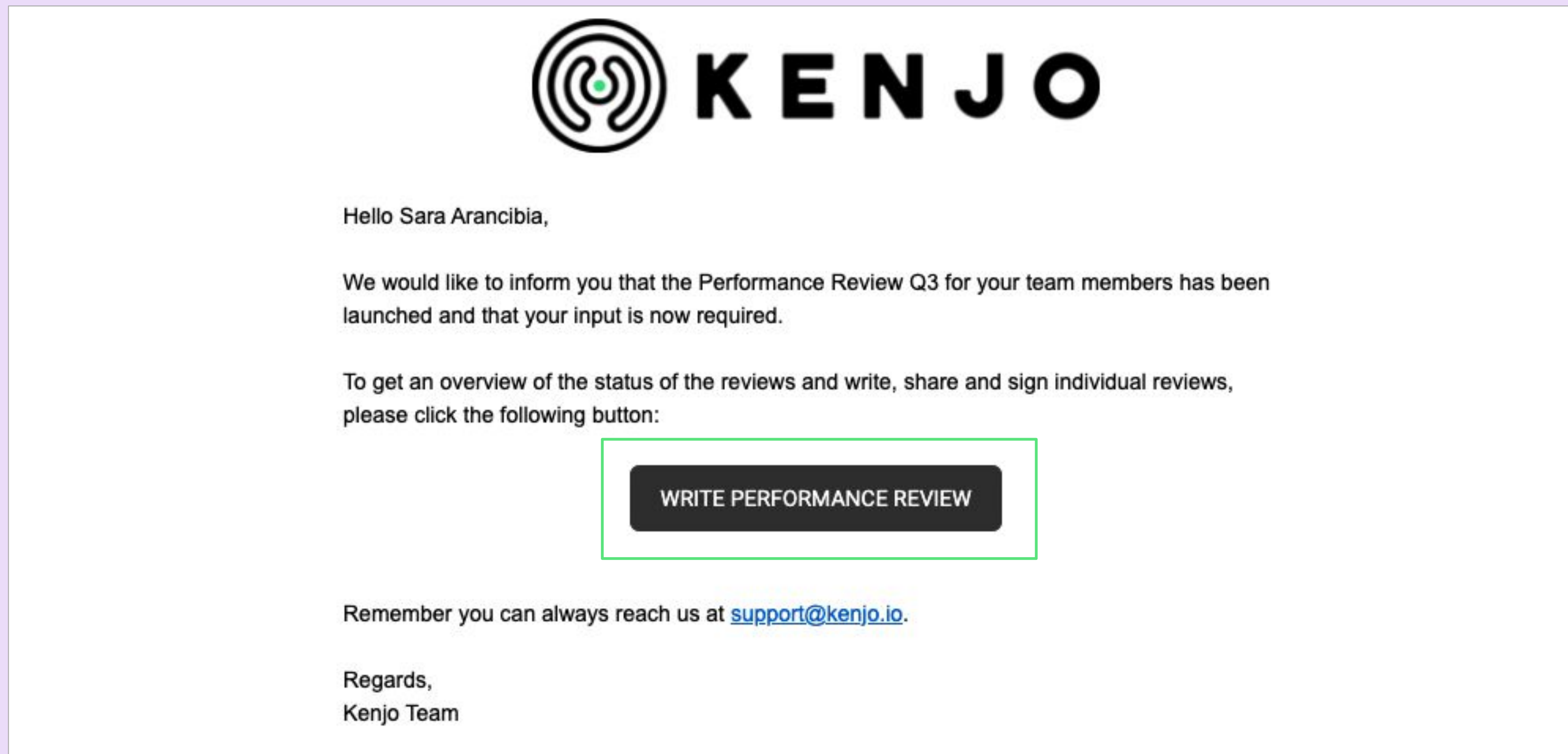
After clicking **NOMINATE PEERS**, you will be able to search for employees and nominate the colleagues who will review you. You can nominate as many peers as you like. Once you are done click **SUBMIT NOMINATIONS**. Your peers will receive a notification letting them know that their input is required.

Write a review

There are two ways where you can start writing a review:

Option 1

Click on the link "**WRITE PERFORMANCE REVIEW**" sent to your email.



Write a review

There are two ways where you can start writing a review:

Option 2

Go to your **Personal profile > Performance > TO-DOS** and click on **WRITE REVIEW**.

The screenshot displays the user interface for Andreina Bautista (AB). At the top, there's a header with the user's initials and name. Below this, two tabs are visible: 'TO-DOS' (active) and 'MY ACTIVITY'. The 'TO-DOS' section contains two task cards. The first card is for 'Write review (Managers)' with the subtitle 'Performance Review Q3'. It shows a status of 'Not started' and a due date of 'Due 18/06/2021'. A 'WRITE REVIEW' button is present on the right, highlighted with a green border. The second card is for 'Write review (Self-assessment)' with the subtitle 'Performance Review Q3', also showing 'Not started' and 'Due 18/06/2021', with its own 'WRITE REVIEW' button.

Write a review

Performance Review Q3

MANAGERS (TOP-DO...

Not started

×

REVIEWEE

DS

David Sorondo

Legal Manager

You completed 0/8 questions

SEE REVIEWEE SIDE

REVIEWER	JOB TITLE	REVIEW TYPE	DUE DATE
AB	Andreina Bautista	Managers (Top-down Fe...	🕒 en 6 días

👁

Your identity will be visible to the reviewee

* Required question

INTRODUCTION

Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Applies own expertise effectively.

Analysis

●

●

●

●

●

1 - Strongly disagree

5 - Strongly agree

+

ADD COMMENT

Usually supports others and shows respect for them.

Helpfulness & Cooperation

●

●

●

●

●

1 - Strongly disagree

5 - Strongly agree

+

ADD COMMENT

After clicking on **WRITE REVIEW**, you will be directed to the questionnaire.

Write a review

Performance Review Q3

MANAGERS (TOP-DOWN FEEDBACK) Not started

Performance Review Q3

MANAGERS (TOP-DOWN FEEDBACK)

SELF ASSESSMENT

REVIEWEE

DS David Sorondo Legal Manager

You completed 0/8 questions

SEE REVIEWEE SIDE

REVIEWER

AB Andreina Bautista

JOB TITLE

REVIEW TYPE

Managers (Top-down Fe...

DUE DATE

en 6 días

Your identity will be visible to the reviewee

* Required question

INTRODUCTION

Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Applies own expertise effectively.

Analysis

1 - Strongly disagree 5 - Strongly agree

+ ADD COMMENT

Usually supports others and shows respect for them.

Helpfulness & Cooperation

1 - Strongly disagree 5 - Strongly agree

+ ADD COMMENT

Many types of reviews can exist in just one questionnaire. That is why, on the top part of the questionnaire, you can change between types of reviews. For example, if you are a manager, you can change between Top-down to Self assessment review. If you are a subordinate, you can change between Bottom-up to Self assessment.

Write a review

! Only for managers!

Performance Review Q3 **MANAGERS (TOP-DO...** Not started

REVIEWEE
DS David Sorondo Legal Manager

You completed 0/8 questions

SEE REVIEWEE SIDE

REVIEWER
AB Andreina Bautista

JOB TITLE

REVIEW TYPE
Managers (Top-down Fe...

DUE DATE
en 6 días

Your identity will be visible to the reviewee

* Required question

INTRODUCTION
Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Applies own expertise effectively. **Analysis**

1 - Strongly disagree 5 - Strongly agree

+ ADD COMMENT

Usually supports others and shows respect for them. **Helpfulness & Cooperation**

1 - Strongly disagree 5 - Strongly agree

+ ADD COMMENT

When writing a Top-down review, you will be able to change reviewees and write a separate review for each of your subordinates.

Write a review

Performance Review Q3

MANAGERS (TOP-DO...

Not started

×

REVIEWEE

DS David Sorondo
Legal Manager

You completed 0/8 questions

SEE REVIEWEE SIDE

REVIEWER

AB Andreina Bautista

JOB TITLE

REVIEW TYPE

DUE DATE

Managers (Top-down Fe...

en 6 días

Your identity will be visible to the reviewee

* Required question

INTRODUCTION

Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Applies own expertise effectively.

Analysis

1 - Strongly disagree

5 - Strongly agree

4 - Agree

Enter your comment here

Applies own expertise effectively.

Analysis

1 - Strongly disagree

5 - Strongly agree

+ ADD COMMENT

Usually supports others and shows respect for them.

Helpfulness & Cooperation

1 - Strongly disagree

5 - Strongly agree

+ ADD COMMENT

You will find the questions you will need to answer organized according to different categories of evaluation. You can add comments to each question, if the option is enabled.

Check your feedback

There are three options where you can check the feedback that someone has shared about you:

Option 1

You will receive an email letting you know that feedback has been received. Click on the link to read it.

Hola Anna Purt,

We would like to inform you that feedback from Performance Review - Q1 has been shared with you.

To read the feedback, please click the following button:

READ FEEDBACK

Remember you can always reach out for help via email to support@kenjo.io.

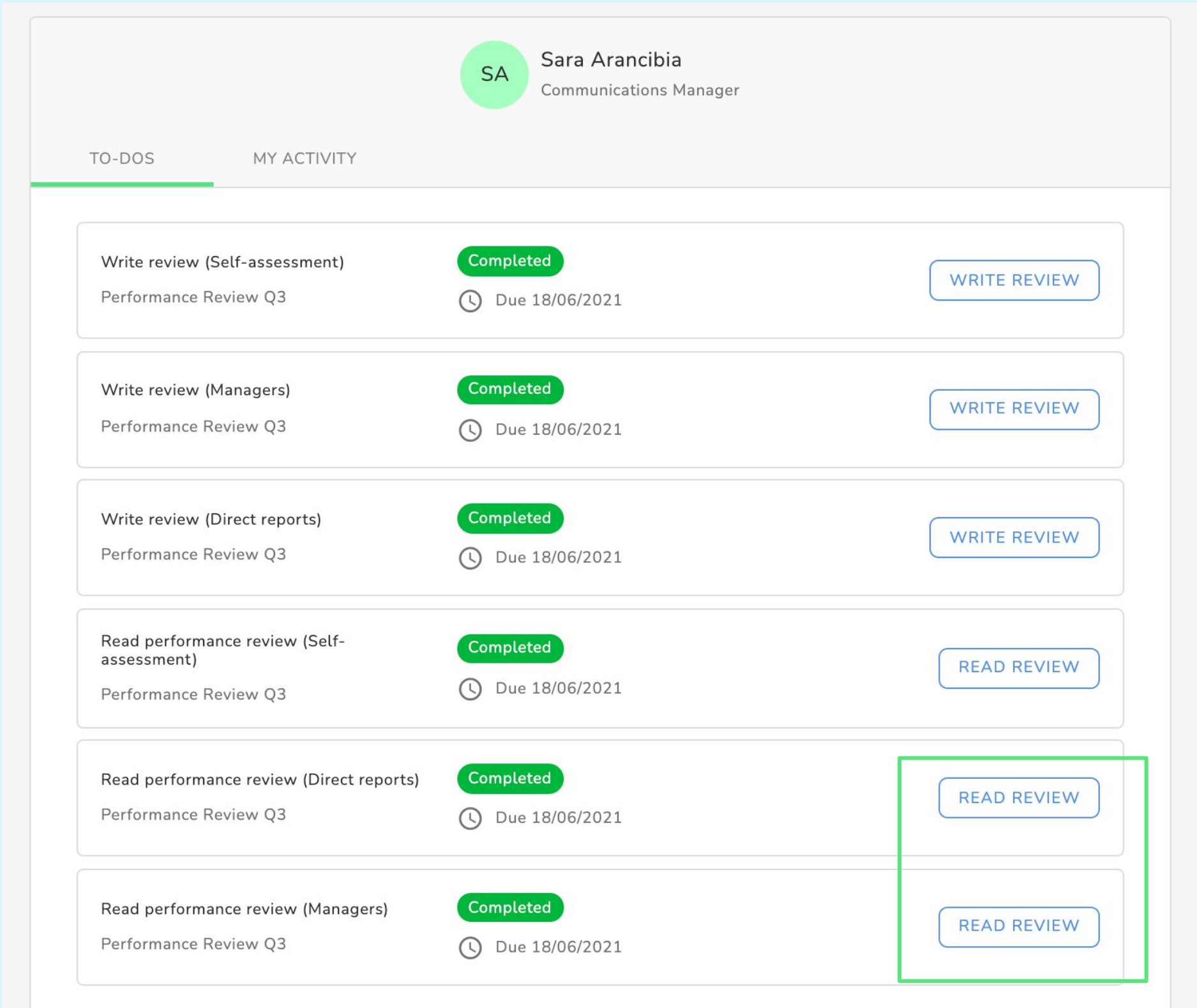
Regards,
Kenjo Team

Check your feedback

There are three options where you can check the feedback that someone has shared about you.

Option 2

Go to **Personal Profile > Performance > TO-DOS**. You can check the feedback by clicking on **READ REVIEW**.

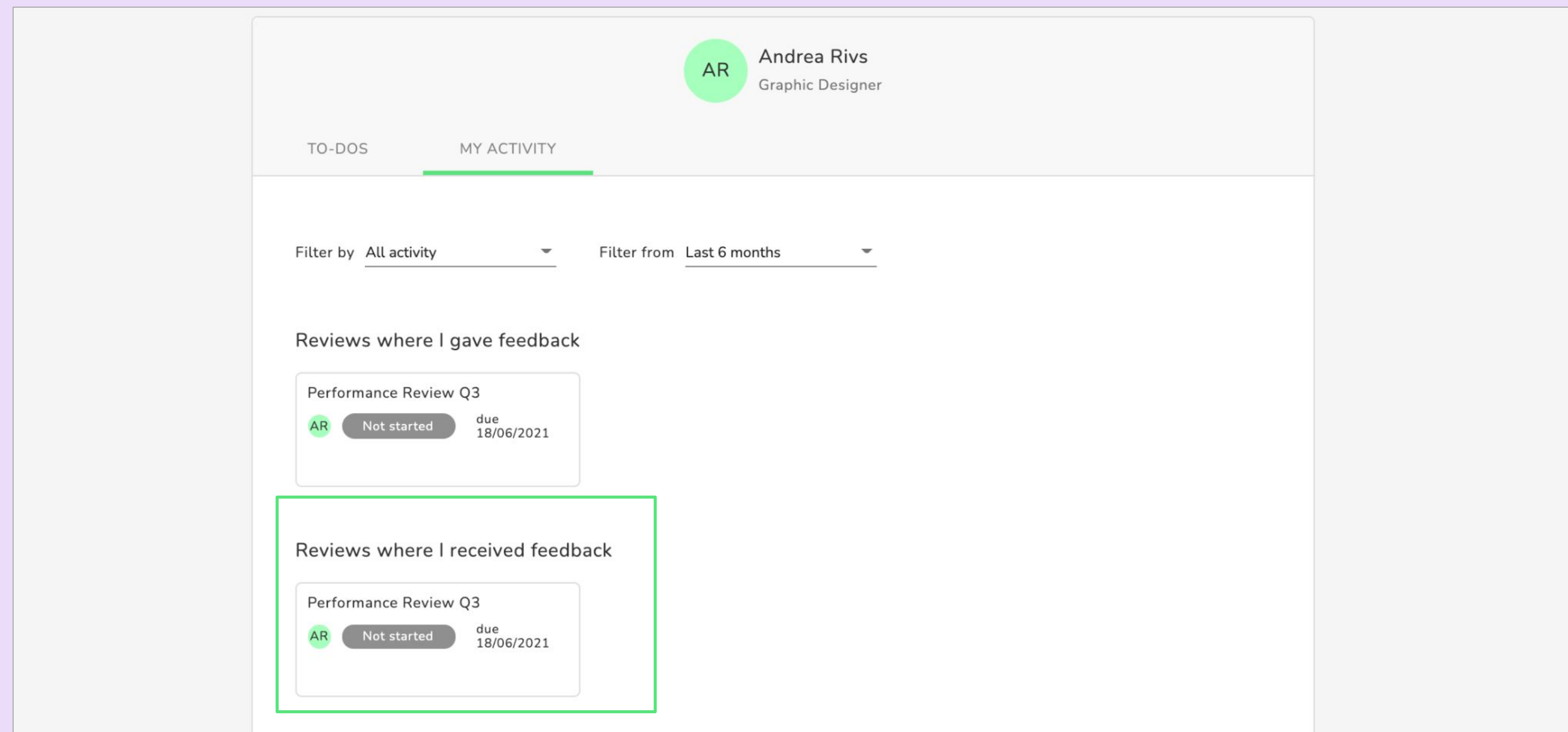


Check your feedback

There are two options where you can check the feedback that someone has shared about you.

Option 3

Go to **Personal Profile > Performance > My Activity**. This section works like an archive where you can see all the feedback you have received (and also given). Click on "**Reviews where I received feedback**".



Check your feedback

Performance Review Q3

DIRECT REPORTS (BO...

Finished

×

REVIEWEE

SA Sara Arancibia
Communications Manager

REVIEWER

AR Andrea Rivs
Graphic Designer

▼

SEE REVIEWEE SIDE

REVIEWER

AR Andrea Rivs

JOB TITLE

Graphic Designer

REVIEW TYPE

Direct Reports (Bottom-...

DUE DATE

🕒 in 3 days

* Required question

INTRODUCTION

Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Applies own expertise effectively.

Analysis

● — ● — ● — ● — ●

4 - Agree

After clicking on the link in any of the three previous options, you will be directed to the questionnaire to see the feedback from your managers, your subordinates, and your self assessment.

Check the feedback

Performance Review Q3 DIRECT REPORTS (BO... Not started

REVIEWEE
AB Andreina Bautista

You completed 8/8 questions

SEE REVIEWEE SIDE

REVIEWER
AP Anna Purt

JOB TITLE
Hr Manager

REVIEW TYPE
Direct Reports (Bottom-...

DUE DATE
en 6 días

Your identity will be visible to the reviewee * Required question

INTRODUCTION
Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Applies own expertise effectively. Analysis

1 - Strongly disagree 5 - Strongly agree

5 - Strongly agree

+ ADD COMMENT

Usually supports others and shows respect for them. Helpfulness & Cooperation

1 - Strongly disagree 5 - Strongly agree

Performance Review Q3 DIRECT REPORTS (BO... Not started

REVIEWEE
AB Andreina Bautista

You completed 8/8 questions

HIDE REVIEWEE SIDE

REVIEWER
AP Anna Purt

JOB TITLE
Hr Manager

REVIEW TYPE
Direct Reports (Bottom-...

DUE DATE
en 6 días

Your identity will be visible to the reviewee * Required question

INTRODUCTION
Complete the following review by answering all the questions. Questions with a red asterisk are required. You also have the option to add comments.

Self assessment Finished

REVIEWEE
AB Andreina Bautista

I apply own expertise effectively. * Analysis

1 - Strongly disagree 5 - Strongly agree

5 - Strongly agree

Reviewer assessment Not started

REVIEWER
AP Anna Purt

Applies own expertise effectively. Analysis

1 - Strongly disagree 5 - Strongly agree

5 - Strongly agree

+ ADD COMMENT

You can also click on "**see the reviewee side**" or "**see the the reviewer side**" button to compare the results between the self assessment and the managers or subordinates' reviews.

Check Results

 Only for managers!

You have two ways to check the results for the performance reviews:

Option 1

Check the results of **all the performance reviews** that have been made in the past by going to **Performance review > Results**.

Performance review

Reviews

Results

Compare

SHOW FILTERS Heatmap

Reviewer

Manager

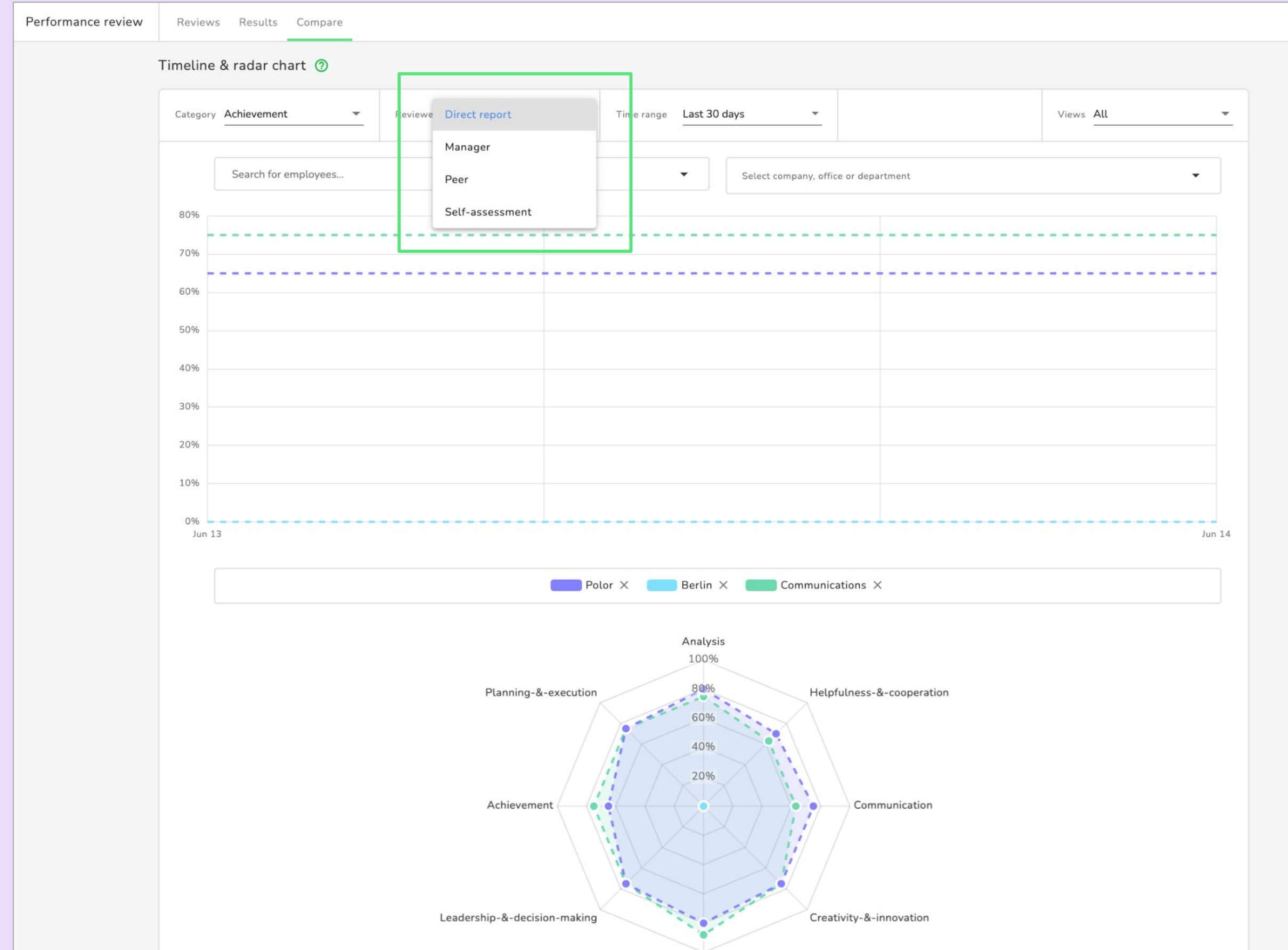
Views

All

Name	Average score	Kindness	Resolución de ...	Achievement	Analysis	Communication	Creativity & In...	Flexibility & S...	Helpfulness & ...	Leadership & ...	Planning & Ex...
Average score		0%	0%	75%	75%	75%	75%	75%	63%	63%	63%
<div>AR</div> Andrea Rivs	75%	n/a	n/a	75%	75%	75%	75%	75%	75%	75%	75%
<div>MM</div> Mariana May	64%	n/a	n/a	75%	75%	75%	n/a	75%	50%	50%	50%

Check Results

! Only for managers!



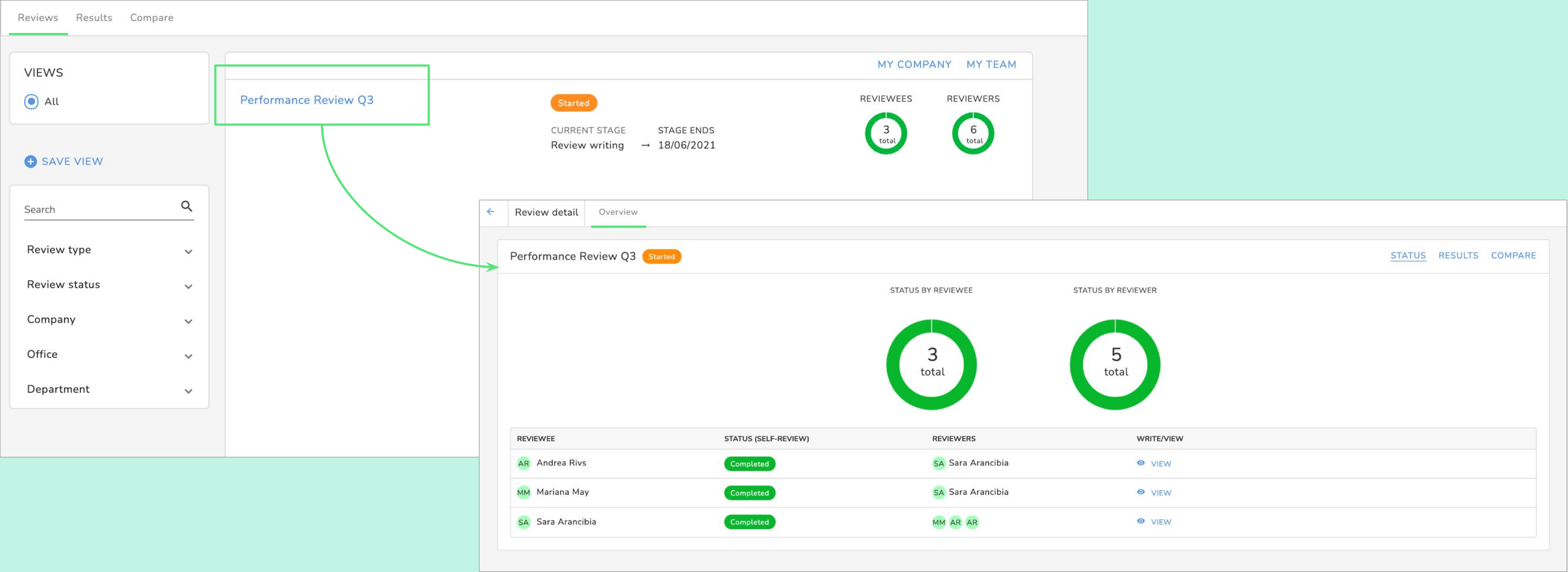
You can also compare the results of your employees in each category by going to **Performance review > Compare**. By clicking on "**Reviewer**" you can change the view to see all the different review types.

Check Results


 Only for managers!

Option 2

Check the results of **specific performance reviews** by going to **Performance review**, and clicking on the name of the review. A new dashboard will be displayed with the Status of the review.



Check Results

 Only for managers!

Performance Review Q3 Started

[STATUS](#) [RESULTS](#) [COMPARE](#)

Heatmap

Reviewer All

Name	Average score	Achievement	Analysis	Communication	Creativity & In...	Flexibility & S...	Helpfulness & ...	Leadership & ...	Planning & Ex...
Average score		69%	69%	75%	51%	69%	57%	69%	63%
AR Andrea Rivs	69%	75%	63%	75%	63%	75%	63%	75%	63%
MM Mariana May	61%	63%	75%	75%	38%	63%	50%	63%	63%

Finally, click on the **Results tab** to see the results of all your subordinates to this specific review.



If you need more help visit our [Help Center](#)
or send us an email to support@kenjo.io