



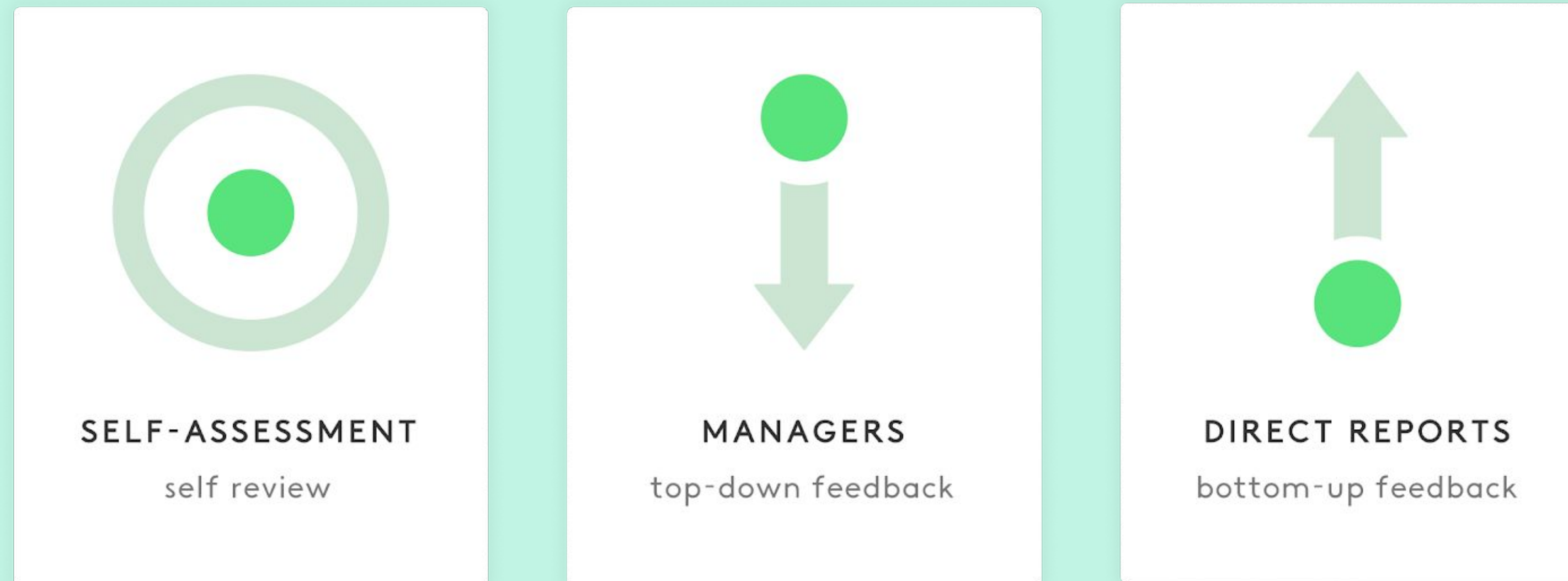
Performance Review Handbook - 270°

For reviewers and reviewees

kenjo.io



Types of Reviews



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, and direct reports.

Performance review notifications

There are three options where you can find the tasks related to 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

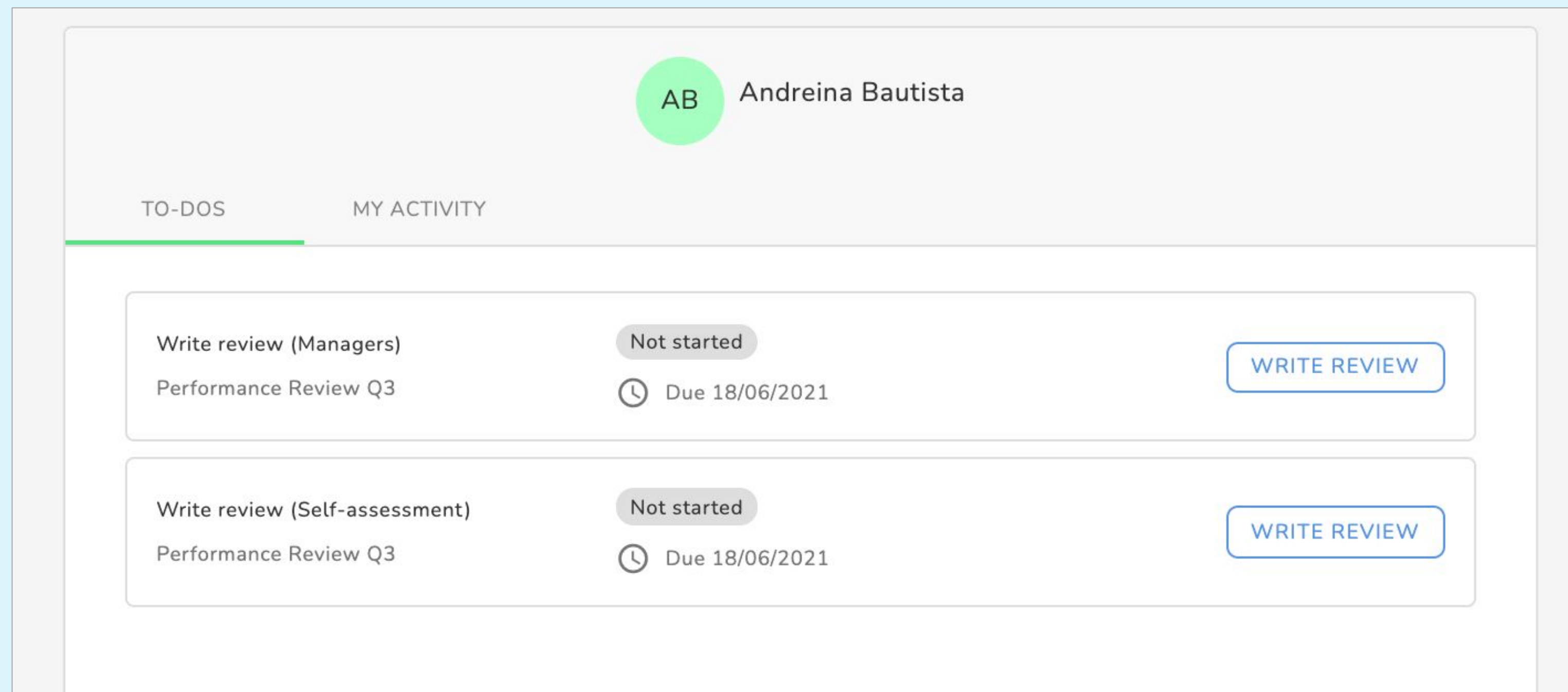
- → You need to complete a self-assessment
- → Your subordinate has written a self-assessment
- → You need to write feedback
- → You received feedback

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.



The screenshot shows the 'TO-DOS' section of a performance review interface for user Andreina Bautista (AB). The interface has two tabs: 'TO-DOS' (active) and 'MY ACTIVITY'. Below the tabs, there are two task cards. Each card displays the task name, its status ('Not started'), a due date ('Due 18/06/2021'), and a 'WRITE REVIEW' button.

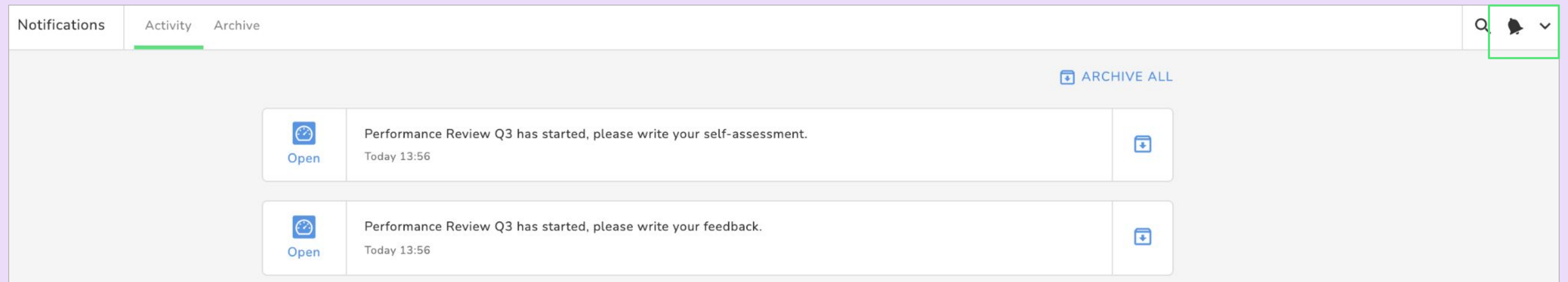
Task	Status	Due Date	Action
Write review (Managers) Performance Review Q3	Not started	Due 18/06/2021	WRITE REVIEW
Write review (Self-assessment) Performance Review Q3	Not started	Due 18/06/2021	WRITE REVIEW

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.

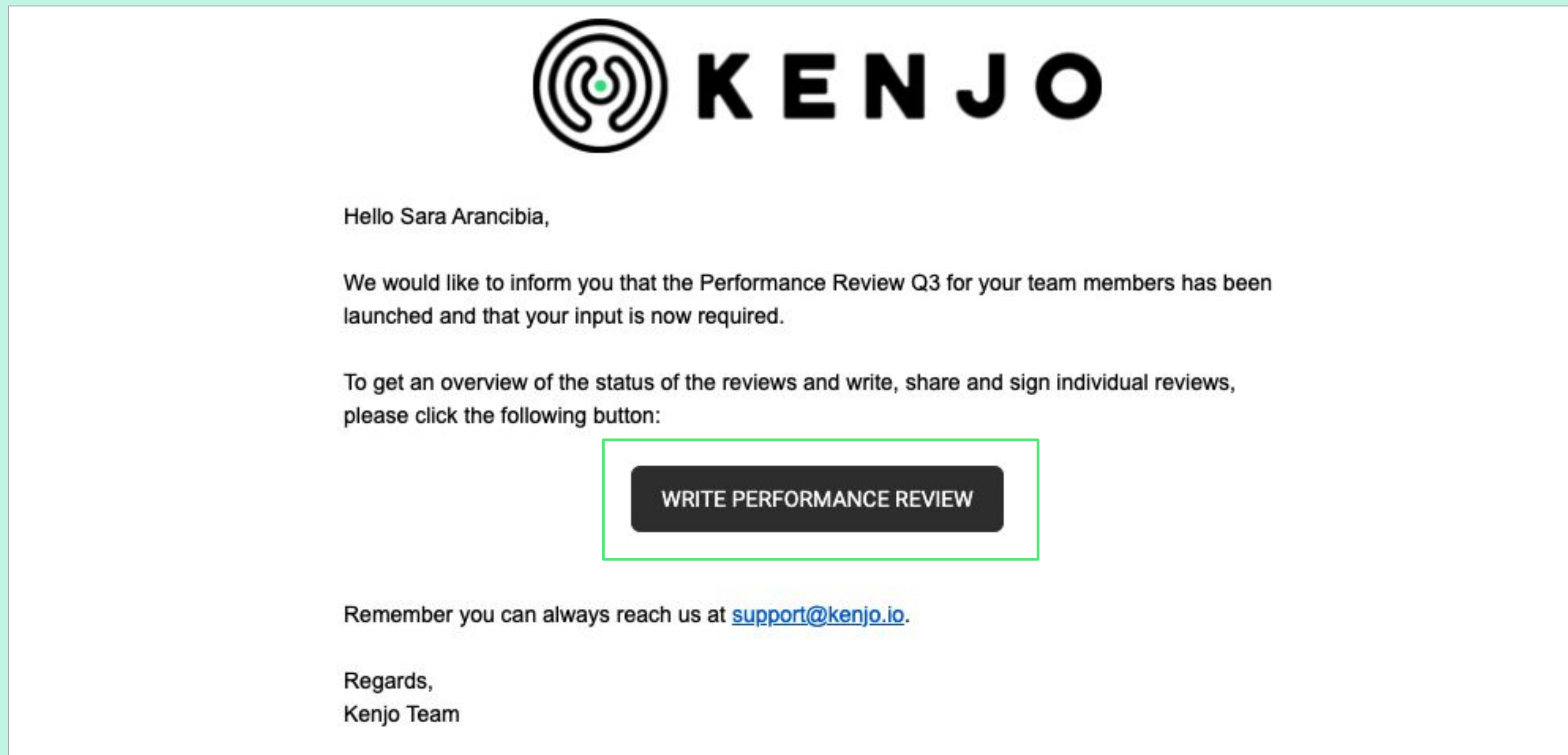


Write a review

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 'TO-DOS' section of a user's profile for Andreina Bautista (AB). The interface includes a header with the user's name and initials, and two tabs: 'TO-DOS' (active) and 'MY ACTIVITY'. Below the tabs, there are two task cards. The first card is for 'Write review (Managers)' with a 'Not started' status and a due date of 18/06/2021. The second card is for 'Write review (Self-assessment)' with the same status and due date. Each card features a 'WRITE REVIEW' button, which is highlighted with a green border in the image.

Task	Status	Due Date	Action
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

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

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

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

Write a review

The screenshot displays the Kenjo Performance Review Q3 interface. At the top, a dropdown menu is set to 'MANAGERS (TOP-DOWN FEEDBACK)' with a 'Not started' button next to it. A green arrow points from this dropdown to a callout box on the right. The callout box shows two options: 'MANAGERS (TOP-DOWN FEEDBACK)' (highlighted in blue) and 'SELF ASSESSMENT' (in white). Below the dropdown, the 'REVIEWEE' section shows 'David Sorondo' (Legal Manager) with a progress bar indicating 'You completed 0/8 questions' and a 'SEE REVIEWEE SIDE' button. The 'REVIEWER' section shows 'Andreina Bautista' with a 'Required question' icon. The 'INTRODUCTION' section provides instructions. The main content area features two rating scales: 'Applies own expertise effectively.' (Analysis) and 'Usually supports others and shows respect for them.' (Helpfulness & Cooperation). Both scales use a 5-point Likert scale from '1 - Strongly disagree' to '5 - Strongly agree' and include an 'ADD COMMENT' button.

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

*** 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-DOWN... 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

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**.

The screenshot displays the 'TO-DOS' section of a user's profile for Sara Arancibia, Communications Manager. The section lists six tasks related to performance reviews for Q3, all marked as 'Completed' with a green status indicator and a due date of 18/06/2021. The tasks are:

- Write review (Self-assessment) - Performance Review Q3 - [WRITE REVIEW]
- Write review (Managers) - Performance Review Q3 - [WRITE REVIEW]
- Write review (Direct reports) - Performance Review Q3 - [WRITE REVIEW]
- Read performance review (Self-assessment) - Performance Review Q3 - [READ REVIEW]
- Read performance review (Direct reports) - Performance Review Q3 - [READ REVIEW]
- Read performance review (Managers) - Performance Review Q3 - [READ REVIEW]

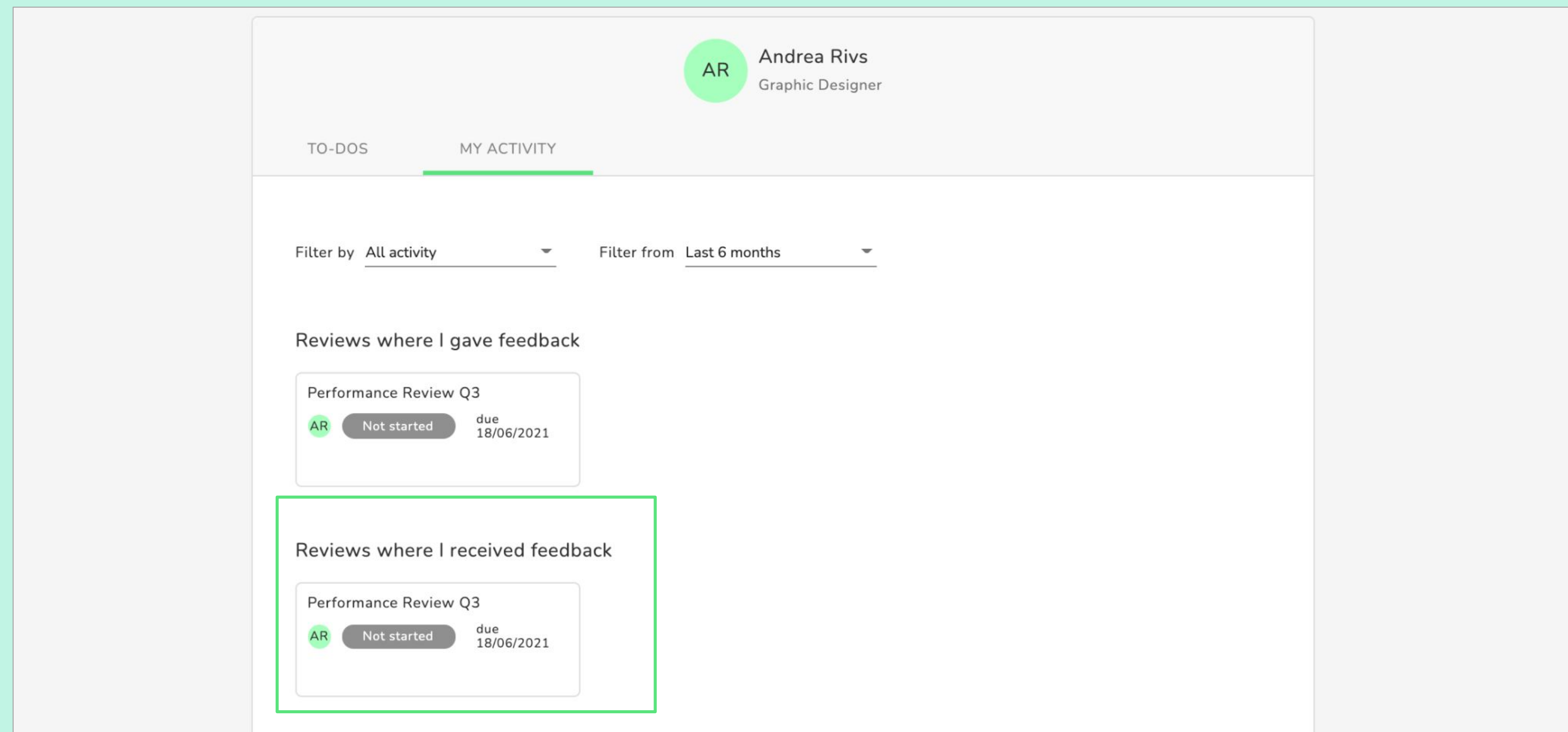
The 'Read performance review (Direct reports)' task and its corresponding 'READ REVIEW' button are highlighted with a green rectangular box, indicating the correct path to check feedback.

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

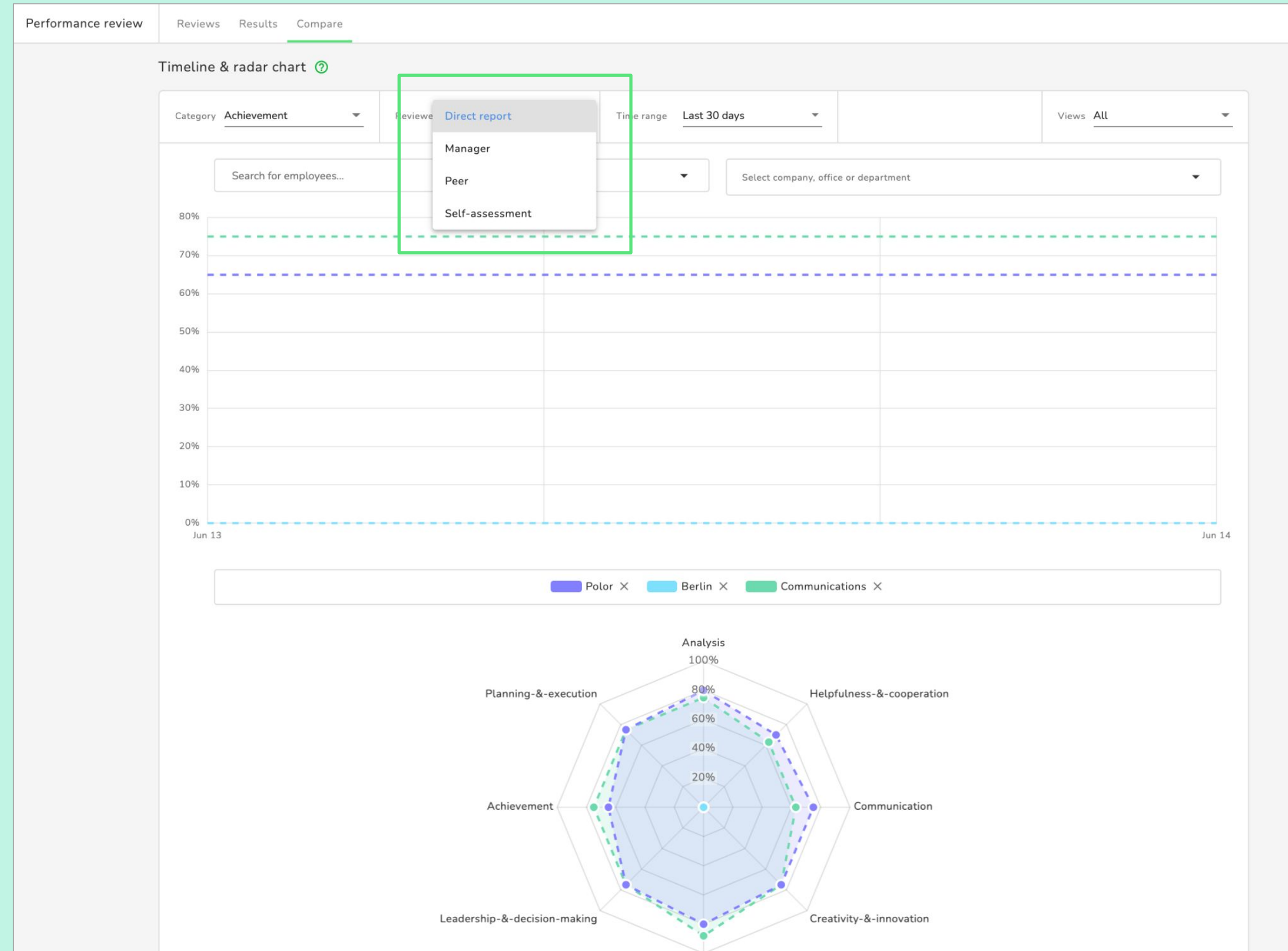
ReviewerManager

ViewsAll

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%
AR Andrea Rivs	75%	n/a	n/a	75%	75%	75%	75%	75%	75%	75%	75%
MM Mariana May	64%	n/a	n/a	75%	75%	75%	n/a	75%	50%	50%	50%

Check Results

! Only for managers!



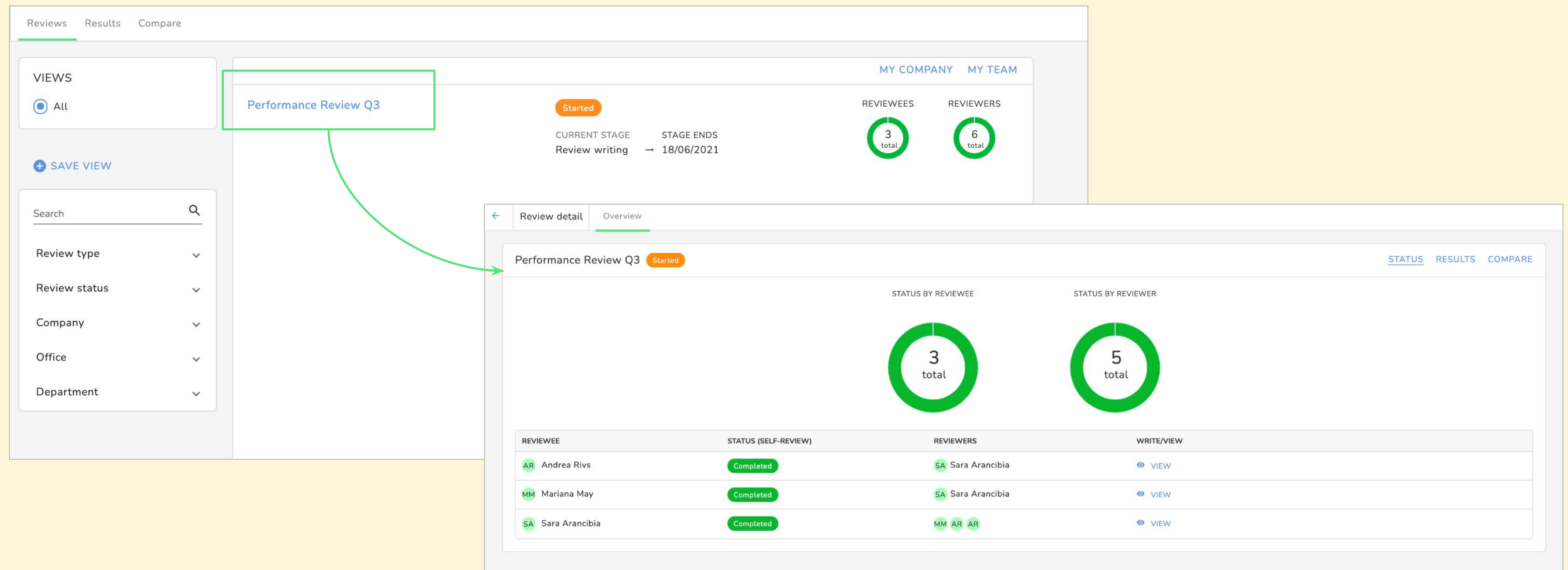
You can also compare the results of your employees in each category by going to **Performance review > Compare**. By clicking on "**Reviewer**" you can change the view to see all the different review types.

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!



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