# How To: **Access and Use Your Performance Dashboard (Non-Single Sign-On)**

1. Access the dashboard by **clicking on the link provided** in the 'Sharing Your Evaluation Dashboard!' email

2. Log into the dashboard with your **username and password.** Note: the username and password can be found in the access email

3. This brings you to the **dashboard homepage** where you will see dashboard **instructions**, an evaluation **rating scale reference**, and your dashboard **navigation sidebar**

4. Click the '**Supervisor View**' option on the left-side of the screen to view **detailed performance data on your direct reports**
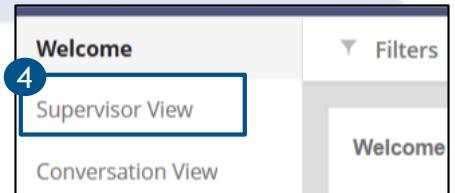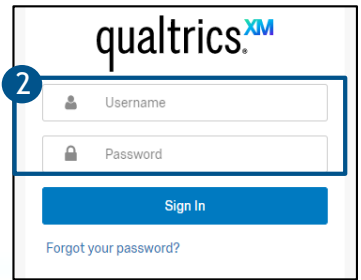
5. The **Supervisor View** page is made up of four parts:

   i. The **Team Member Total Scores** table allows you to see, at a glance, your top performers, anyone flagged as at-risk for not meeting expectations, and average score by team member, by evaluation question
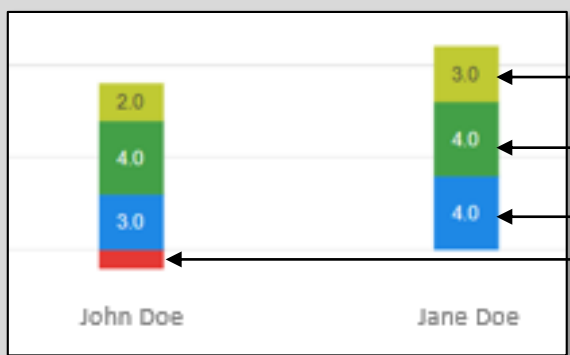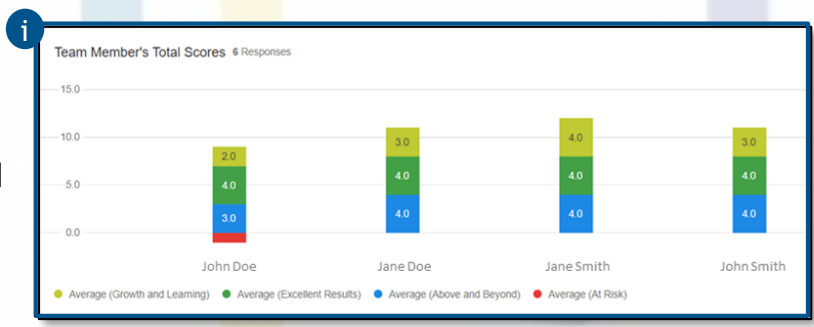
...consistently demonstrates a **commitment to grow and learn**...

...always **delivers excellent results** in their day-to-day role...

...always **goes above and beyond** their normal job responsibilities...

...is **at risk for not meeting the expectation** of their role...

5.0 | Strongly Agree	2.0 | Disagree
4.0 | Agree	1.0 | Strongly Disagree
3.0 | Neutral	

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ii. The Team Member Strengths section allows you to see what you and other evaluators feel are a team member's greatest strengths

ii

Team Member Strengths ⓘ 6 Responses

Team member's top 2-3 strengths are..

JANE DOE
1. Jane is very organized and goal oriented 2. She has been a huge help

JOHN DOE
1. Willing to help in any situation 2. Calm and attentive when working with

iii. The Team Member Development section allows you to see what you and other evaluators feel are a team member's key development areas

iv. The **Rating Trends** table allows you to see how your average rating per evaluation question compares with the average for your division, department, and the State at large;

> *Note: This table is not intended to influence how you rate your team, instead, it can help you understand how you rate compared to your peers. Do you consistently rate higher or lower than average? Do you tend to inflate ratings?*

iv

Comparison: **Division Overall** ∨
Breakout: SubjectManagerName

	Division Overall	Jane Q. Manager
Responses	2,290	6
Team member always delivers excellent results in their day-to-day role	3.96	4.00
Team member always goes above and beyond their normal job responsibilities	3.89	4.00
Team member consistently demonstrates a commitment to grow and learn	3.96	3.17

6. The tables within your **Supervisor View** can be sorted to show all of your team members, or only selected team members

7. You can also save a PDF of your **Supervisor View** by clicking the **Export Page** or **download** button in the top right corner of the page/chart

6 **7**

All ∨ Employee Name: All ∨   ⬇ Export Page

🔍 |

✓ All

JOHN DOE

JANE DOE

7 ▽ 1 ⬇

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8. The last chart in the **Supervisor View** is the **Performance Scatter Plot**. This chart allows you to compare the relationship between two survey questions. It also allows you to see the spread of ratings across team members

9. If you would like to show team members how their performance compares to that of their peers, you can use the **Conversation View**; *Note: This view only shows names if you hover over a stacked bar, allowing you to show one team member their data without disclosing who other data points belong to*
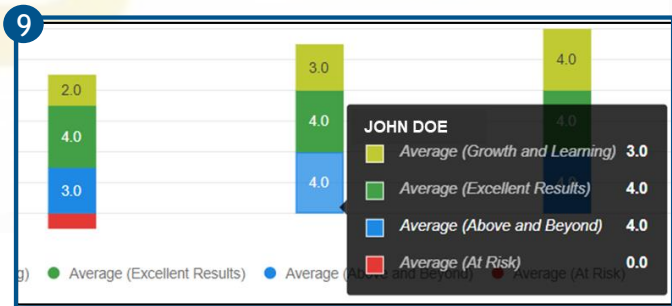
Questions? Call our Talent Management Help Desk at 573-526-4500

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