

Review Cycle Pre-Launch Check List

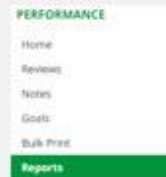
Verify employee information



Tip: Run an employee Detail Report: Click Reports - Employee Detail
Check that:

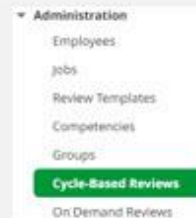
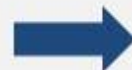
- New hires have been added.
- Terminated employees have been terminated.
- Supervisors are accurate for the employees.
- Job titles are accurate for the employees.

Verify all employees have appropriate templates



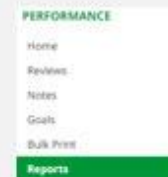
- Run a Review Template Assignment Report.
- Go to **Reports - Review Template Assignment Report**.
- To re-assign a template to an employee, go to:
Employees - Employee - Performance Information - Review Template.

Create your review Period



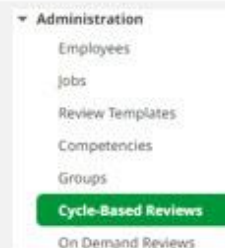
- Create your review cycle.
- Go to **Administration - Cycle-Based Reviews - New Review**.
- Follow the guided steps to create a new review cycle.

Run audit reports



- Once the cycle has been set up, a **Pre-Review Audit** can be ran.
- Review Period Employee Inclusion report is also recommended:
Go to **Reports - Review Period Employee Inclusion Report**.

Kick off your review



- Go to **Administration - Cycle-Based Reviews - Kick Off**.