

How-To Guide for Managers

Adaptation Reviews through ADP



As a reminder, it is the College policy to complete a review at the end of the Adaptation Period for new employees and to meet with them to discuss the assessment. As a supervisor it is your responsibility to ensure that each new member of your staff was hired for fit and is meeting performance expectations.

Human Resources requests that managers complete all aspects of the Adaptation Review within a 2-week period. This includes completing the ADP electronic review, meeting with the employee to discuss the information and responses included, releasing the review to the employee for their electronic acknowledgement.


The employee handbook, Section 2.05, describes the adaptation process and is cited below:

The Adaptation Period is intended to give new employees the opportunity to demonstrate their ability to achieve an acceptable level of performance and to determine whether the new position meets their expectations. Saint Joseph's College uses this period to evaluate employee capabilities, work habits, and overall performance. If it is determined that the new employee is not achieving a satisfactory level of performance during this adaptation period, the College will inform the employee and terminate employment at this time. The College will not ordinarily utilize its disciplinary process during the adaptation period, but reserves its right to do so.

Any significant absence by the employee will require an extension of the adaptation period by the length of the absence. If Saint Joseph's College determines that the designated adaptation period does not allow sufficient time to thoroughly evaluate the employee's performance, the adaptation period may be extended for a period of time.

If you need a current job description for this position/person, please contact Human Resources.

Complete Manager Portion of Performance Review

- Log into ADP: <https://workforcenow.adp.com/public/index.htm>
- **My Team – Talent – Performance Dashboard**
- Click the **New Hire** group  in the Blue Bar
- The **Adaptation Review** is listed as a hyperlink
- Click the **Adaptation Review** hyperlink
- The section expands to show employees who are due for this review now
- Click the **Actions >** button for the employee
- Select **View Form**


NON-RATED QUESTIONS

- Copy/Paste the bolded portion of each essential result in the employee's job description to the appropriate Essential Result comment box in the Non-Rated section.
 - Additional Essential result comment boxes are available for use *if needed*
- Please then comment on each of the Essential Results listed for this employee in the Job Description. For unneeded Essential Result options, select No and do not comment.
 - NOTE: Answers/Comments for the first 3 Essential Results are **required**
- We recommend that you save after entering comments for each Essential Result
- Click **Save** in the right portion of the screen
- The last Non-Rated question is in regards to performance related to the SJC Core values

RATED QUESTIONS

- Select a rating for all the Standard Behaviors in the Rated Questions section. Please comment on any behavior that was rated **Needs Improvement**.
- Click **Save** in the right portion of the screen
- Select an **Overall Performance Rating** for this employee
- Enter **Overall Comments** in the box provided (required)
- Attachments can be added if desired
- When **all** questions and comments have been entered, click **Submit Review**
- A **Confirm Action** window is displayed
- Click **OK**
- A green **Confirmation Notice** band is displayed
- Click **Return to List**

Release of Completed Review to Employee

- Following the one-on-one meeting with the employee, managers must then release the completed review to the employee for final electronic signature and any ancillary comments they wish to add.
- Log into ADP: <https://workforcenow.adp.com/public/index.htm>
- **My Team – Talent – Performance Dashboard**
 - Click the **New Hire** group  in the Blue Bar
 - The **Adaptation Review** is listed as a hyperlink
 - Click the **Adaptation Review** hyperlink
 - The section expands to show employees who are due for this review now
 - Click the **Actions >** button for the employee
 - Select **Release to Employee** from the listed options
 - The employee must now log into ADP and acknowledge the completed review
 - Once that step is completed, the review process is **DONE**

Completed reviews are available for reading in the **Historical Reviews** option of the Performance Dashboard 