

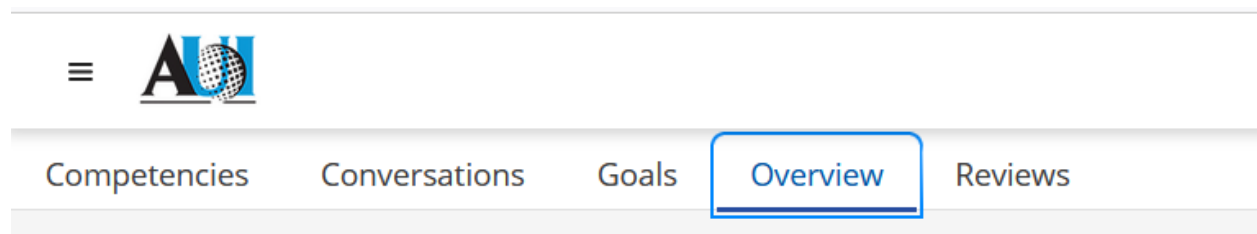
# Overview Tab in Dayforce

Performance Management Module

Version 1: December 27, 2024

## Introduction

In **Performance > Overview**, employees can access dashboard for reviewing the status of your performance reviews (as applicable), goals, competencies, development plans, and conversations at a glance.



## Review Cycles Section

In the **Overview** tab of Performance, the **Review Cycles** section shows your past and upcoming performance reviews, with your most recent reviews at the top of the list. You can click a review's name to open it in a slide-out panel and view more details.

Each review is shown with a colored border to the left of its name, which indicates the review's status.

Colors indicating the review status

Color	Review Status
Gray	The first step in the review cycle hasn't started.
Blue	The review cycle has started.
Orange	The current step in the review is due in one day or less.
Red	The current step in the review is overdue.
Green	All steps in the review are completed.

## Goals Section

In the **Overview** tab of Performance, the **Goals** section shows a list of goals that are assigned to you (personal, team, and organizational).

- Goals must have a start and /or end date within the review performance period to pull into the Performance Review.

Goals are listed in reverse chronological order and according to the following priority sequence:

- Goals with the nearest upcoming due date, regardless of the progress. When goals have the same due date, they are displayed in the order that they were published.
- Goals that don't have a due date defined in their details. These goals display an **Unknown** due date value.

You can click a goal's name to open it in the **Goals** tab.

Each goal is shown with a colored border to the left of its name, which indicates the goal's status.

Colors indicating the goal status

Color	Goal Status
Gray	Not Started
Blue	On Track
Orange	At Risk
Red	Overdue
Green	Completed

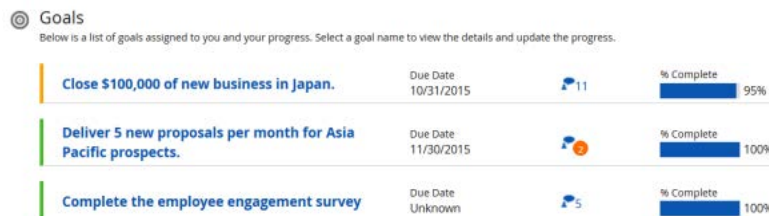
### Progress Bar

Each goal is shown with a progress bar. You can hover the cursor over the progress bar to see a tooltip with an explanation of the risk associated with the status.

If a goal has the **None** measure type, Dayforce doesn't display a progress bar in the **Overview** tab. Instead, it displays the actual status of the goal (such as Not Started, On Track, or Completed).

### Goal Conversations


Each goal is shown with a conversation icon, which helps you identify new conversations or comments added to your goals:



In the example above, the second goal has two new conversations. When you click the new conversation icon (🗨️), Dayforce displays a conversation slide-out panel, where you can view all of the conversations in reverse chronological order. The next time you log in, the new conversations icon is replaced with the regular conversation icon for that goal.

## Competencies Section

In the **Overview** tab of Performance, the **Competencies** section shows an alphabetic list of all of the competencies to which you're assigned, along with their categories, conversations, and (in some cases) latest rating.




You can click the conversation icon () next to a competency to open a dialog box containing a reverse chronological list of its conversations.

The application also displays your rating on the competency from your last performance review, if one is available. If the most recent review contained both the manager review and employee self-review steps, the manager rating of the competency is displayed. However, if the review only contained the employee self-review step, the employee rating is displayed.

Clicking the competency name opens the competency slide-out panel. This is same slide-out panel seen in the **My Competencies** tab.

## Conversations Section

In the **Overview** tab of Performance, the Conversations section displays a list of the five most recent conversations for your goals, competencies, and development plans. If you have more than five conversations, Dayforce displays the View All link at the bottom of the screen. Clicking this link opens the Conversations tab of Performance. Here, you can view all of your conversations about goals, competencies, and development plans, as well as any related activities.

Each conversation in this section is labeled with the competency icon () , goal icon () , or development plan icon () to help identify the conversation subject.