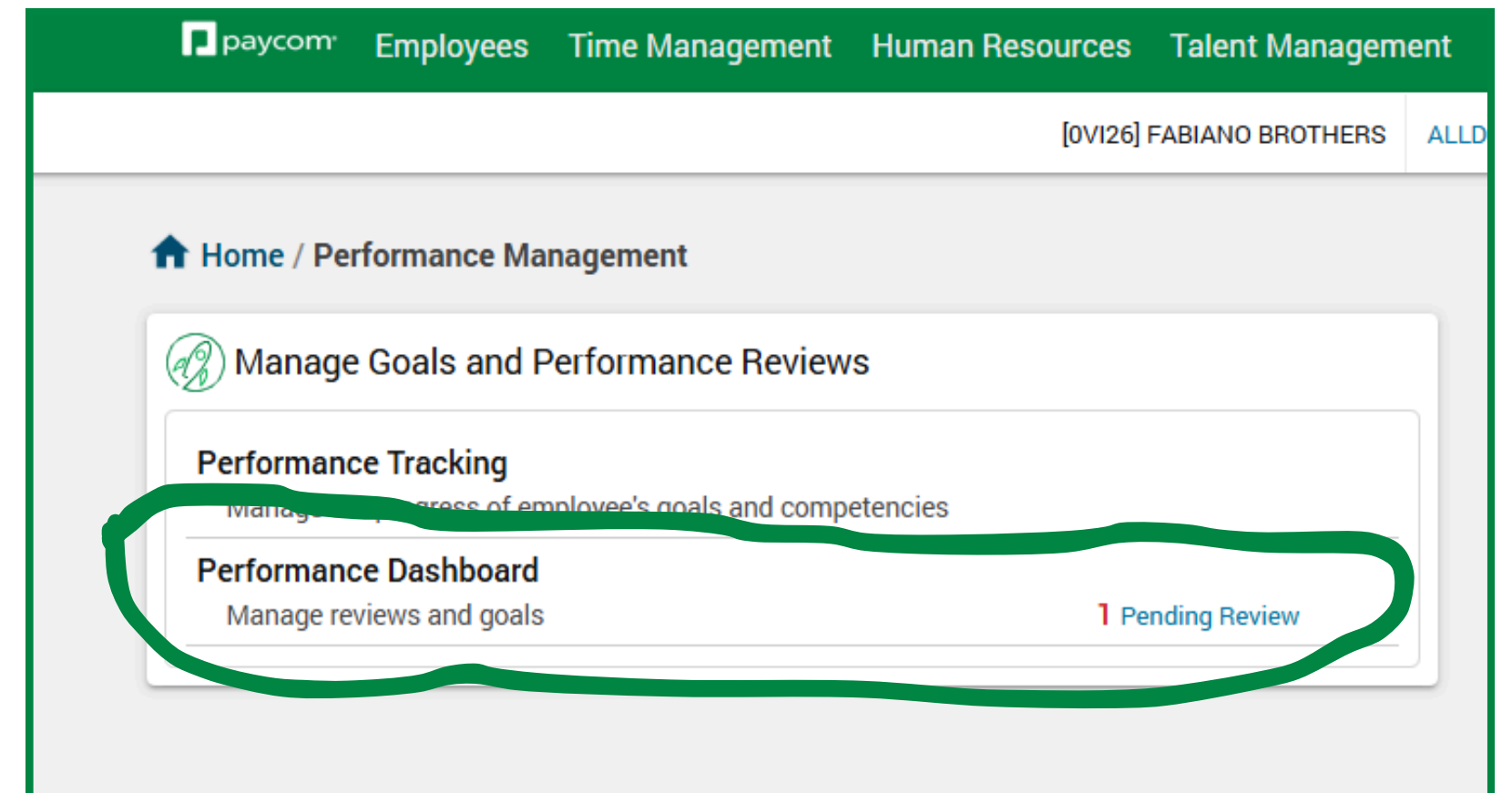
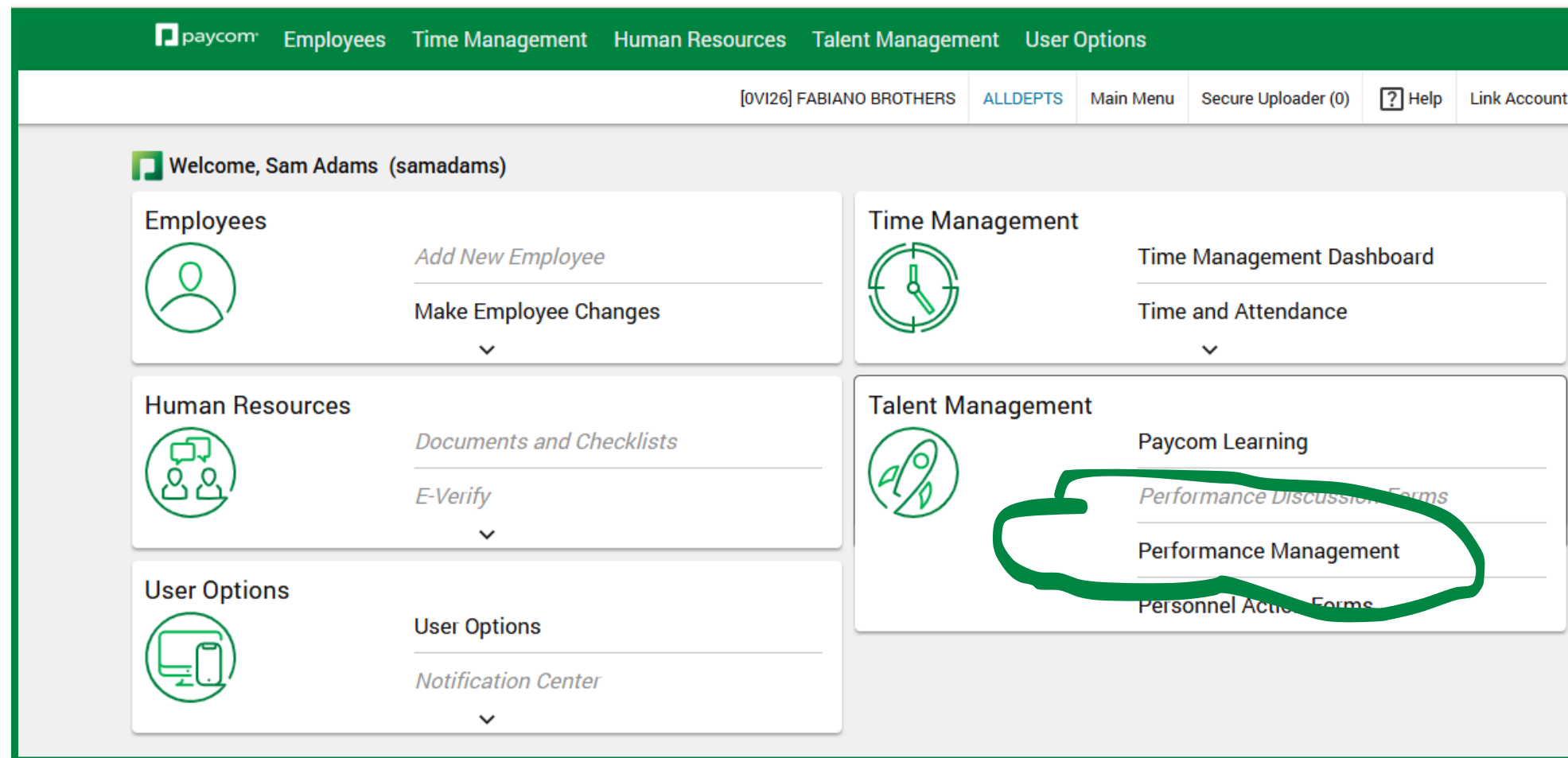




Paycom makes completing employee performance reviews simple and accessible from any device. Log in through the Client Side, navigate to the Performance Review section, and select the employees assigned to you. From there, you can view past performance data, provide ratings and comments, and set goals for the year ahead.



Confirm the correct review is selected in this dropdown.

Filter Section: This will default to the reviews assigned to you. If an employee is missing, please contact Wendy.

Performance Review

Review Plan (1)*
Annual Sales Review 2025

Show Graphs

Annual Sales Review 2025
Common Date Review
Supervisor Assessment

Review Period: Custom, 01/01/2025 - 12/31/2025
Approval Workflow: [Primary Supervisor Only Approval](#)
Rating Scale: [Sales & Marketing 2021](#)

Employees In Review (1)

Search or Filter... Saved Filters Sort Export

Waiting On Me Is True Clear Save

Select All

ADAMS, SAM TESTING (0000) Not Started
Position: Sales Representative (MI)
Talent Management Supervisor: Adams, Sam
Due Date: 12/31/2025

Supervisor Assessment: Not Started
Employee Can See: 0/1 Assessments
Supervisor Can See: Supervisor Assessment
Waiting On: [Submission](#)

Actions

Click the employee's name to open their review.

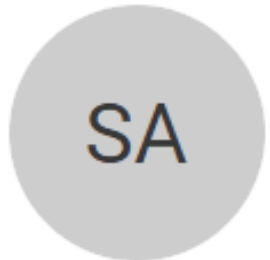
Home / ... / Performance Management / Dashboard / Review Details

Click "Previous Reviews" to view past evaluations for this employee.

Review Details

History

Employee Information [View Notes](#)



Employee Name
[ADAMS, SAM TESTING \(0000\)](#)

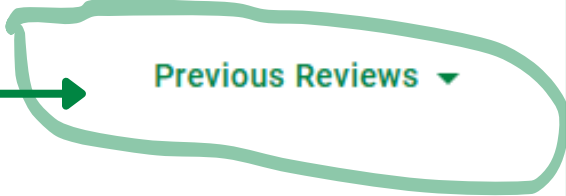
Position Title
Sales Representative (MI)

Department
SALES-BEER

Hire Date
07/12/2021
4 Years 4 Months 19 Days

DOL Status
Full Time

Talent Management Supervisor
Adams, Sam (samadams)



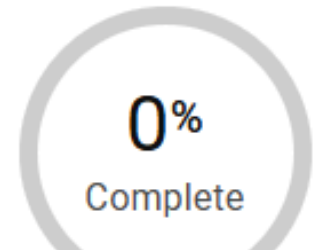
Review Information **Not Started**

Review Plan Name
Annual Sales Review 2025

Review Period
01/01/2025 - 12/31/2025

Review Due Date
[12/31/2025](#)

Rating Scale
[Sales & Marketing 2021](#)



Competencies Summary

Supervisor Rating	Section Weight
Not Rated Yet	100.00%

Competencies Comments

+ Add Section Comment

Overall Summary

Weight	
Competencies Weight	Total Weight
100.00%	100.00%

Rating

Supervisor Rating
Not Rated Yet

Overall Comments


+ Add Overall Comment

Optional: Add overall comments. Saved comments are visible to the employee.

Upload supporting documents if needed.


Supervisor Uploaded Documents

Documents Visible to Employee

 **Upload a File**
Select here to upload.

Max 5 files per upload (20.00 MB size limit per file) [Allowed File Types](#)

Documents Hidden from Employee

 **Upload a File**
Select here to upload.

Max 5 files per upload (20.00 MB size limit per file) [Allowed File Types](#)

Signature

Employee Signature
N/A

Supervisor Signature *

Add Signature

SAVE your progress often to avoid losing your work

Cancel **Submit for Approval**


Once you have completed all ratings and comments, add your signature.

After saving, your Supervisor Rating will appear in the Competencies Summary section.

Signature

Employee Signature
N/A

Supervisor Signature *



Sam Adams 12/01/2025


New Signature

Cancel **Submit for Approval**

Signature

Employee Signature
N/A

Supervisor Signature *



Sam Adams 12/01/2025

[New Signature](#)

Cancel Save **Submit for Approval**

When ready, click “Submit for Approval.” As the supervisor, you are the approver for the review.

Employees In Review (1)

Search or Filter... [Saved](#) [Filters](#) [Sort](#) [Export](#)

Waiting On Me Is True [Clear](#) [Save](#)

Select All

<input type="checkbox"/>	ADAMS, SAM TESTING (0000) In Approval			
	Position: Sales Representative (MI) Talent Management Supervisor: Adams, Sam			
	Due Date: 01/01/2026			
Supervisor Assessment Submitted Pending Acknowledgement	Employee Can See 0/1 Assessments	Supervisor Can See Supervisor Assessment	Waiting On Adams, Sam	Actions <ul style="list-style-type: none">Refresh Review ContentsFinalize Supervisor ReviewEdit Supervisor AssessmentSend Back to SubmitterChange VisibilityPrint ReviewDelete Review

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Submitting for approval does not finalize the review. You may still make edits before finalizing. Additional actions appear under the “Actions” menu.

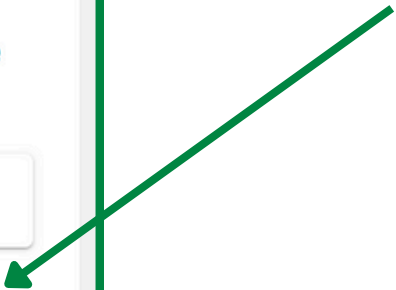
**Notify your Department Head once you have completed all employee reviews.
This notification is done outside of Paycom (email, text, or in-person).
Your Department Head will confirm when you are cleared to finalize and share the review with the employee.
Do not share the review with the employee until you receive approval.**

After receiving approval, click “Finalize Review.”

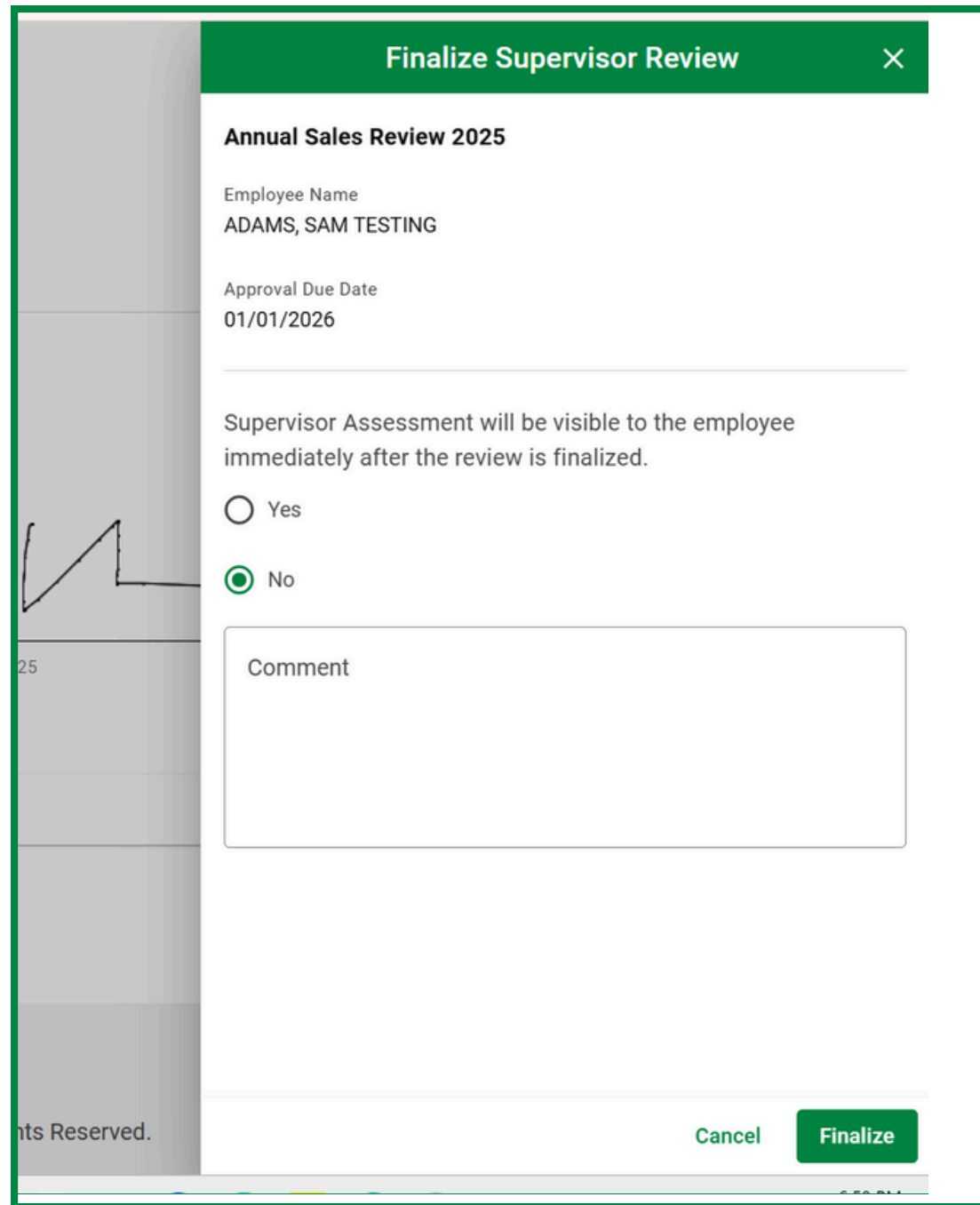


The screenshot shows a web interface for completing a performance review. On the left, under the heading "Signature", the "Employee Signature" field contains "N/A". The "Supervisor Signature" field contains a handwritten signature. Below the signature, the text "Sam Adams 12/01/2025" is visible. To the right of the signature is a "New Signature" button with a pencil icon. Below these fields is a dropdown menu labeled "Supervisor Signatures and Dates". At the bottom of the interface are three buttons: "Send Back to Submitter", "Cancel", and "Finalize Review". The "Finalize Review" button is highlighted in green.

PRESS “FINALIZE REVIEW”



If you are ready to hold your in-person review, select Yes to make the review visible to the employee. If not ready, select No and click Finalize. You can update visibility later.



Finalize Supervisor Review [X]

Annual Sales Review 2025

Employee Name
ADAMS, SAM TESTING

Approval Due Date
01/01/2026

Supervisor Assessment will be visible to the employee immediately after the review is finalized.

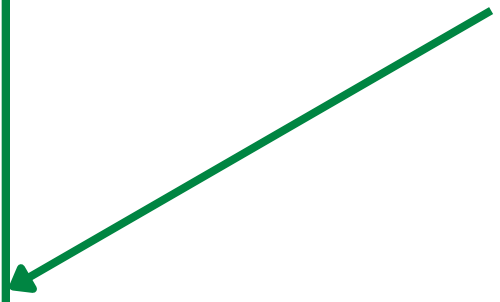
Yes

No

Comment

Cancel Finalize

Change visibility only after your Department Head approves sharing the review and you are ready for your meeting with the employee.



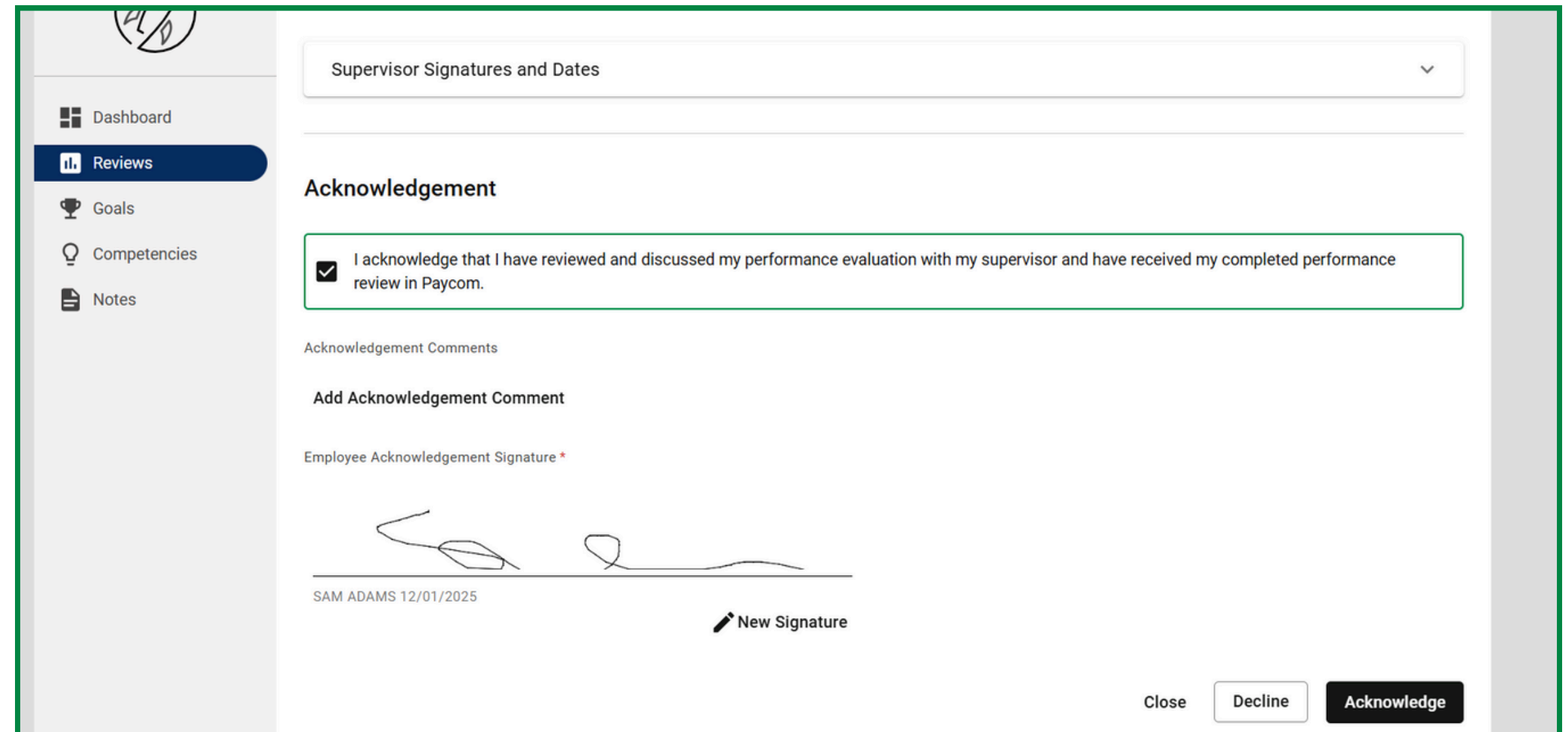
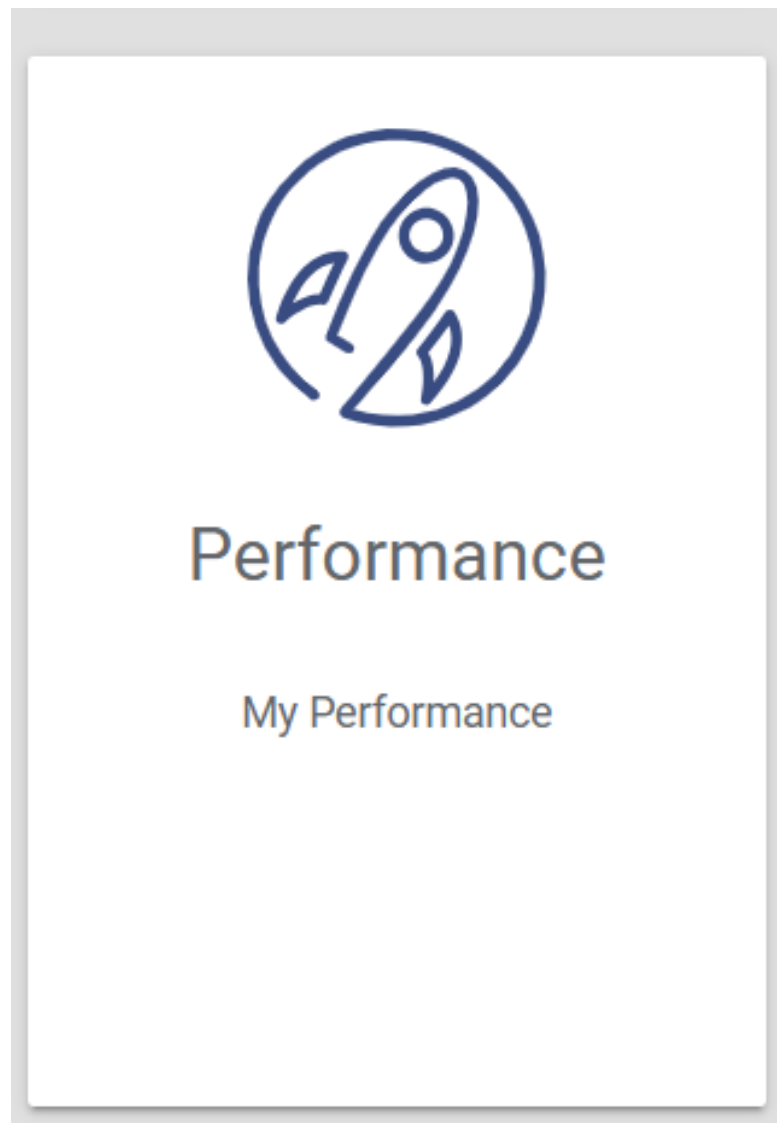
If you finalized the review without granting visibility, you can update it afterward. Clear your filters to display finalized reviews.

Clear any filters to see finalized reviews

Under Actions, select “Change Visibility,” check Supervisor Assessment, and click Update.

When employees log in to Paycom, they can access their reviews under the Performance section. They will click “My Performance” and select the appropriate year.

After your meeting, the employee must complete the acknowledgement by reviewing the comments, entering optional comments, signing electronically, and clicking “Acknowledge”. Once acknowledged, the review is complete.



Have Questions or Need Help?

Contact HR via hr4u@fabianobrothers.com or call or text
989-621-4819.

Contact Wendy at hr4u@fabianobrothers.com or at 989-621-4819 with the following problems -

- You don't have any competencies listed when you open the review.
- You don't have the right employees listed under your review section.
- You can't log into Paycom's client side.
- Your signature is not accepted when you sign the review.
- For any other help needed with completing your performance reviews.