Paychex Flex Performance Tools

Handbooks and Acknowledgments

Performance
From the dashboard, select **Human Resources** from the **Menu options on the left-hand side of the screen**.
Select **Performance**, then click **Performance Reviews**
Performance

Click on **Options**, and the above list will populate. Select **Complete Self Review**
All reviews assigned for you to complete will be listed here. Select Semiannual Performance Self Check-In.
Performance

Each section has a competency, definition, and examples. Score yourself from 1-5 using the dropdown here.

Comments are optional, but encouraged.

Options: n/a, 1.00, 2.00, 3.00, 4.00, 5.00