How to Add Performance Worklets

Performance worklets are NOT added automatically. If you wish to add these worklets, you will need to manually add these by clicking on the gear icon found on the upper right corner of the home screen, just below your picture.

**Managers** can add: Performance, Performance and Development, and Team Performance.

**Non-managers** can add: Performance, and Performance and Development.

Select the gear icon on the far right:

Select the “plus” icon and then select the prompt box located on the far right in order to add the performance worklets:
Under Categories, select “All”:

From here, search for “Performance,” “Team Performance,” and/or “Performance and Development.”

Note: You will need to add each worklet separately. Be sure to add a second and/or third row to add the additional worklet(s).

You will see the soft alerts on the right side; you may disregard these alerts as they are simply to inform you that these worklets cannot be displayed via Mobile applications.

Then select “Ok” and then “Done.”