Track employee accomplishments, one-on-one meeting notes, or anything you'd like to include in an evaluation using the "Notes" feature in the system. All notes saved throughout the year can easily be accessed and pulled into an evaluation form!

Sample Notebook

Notes Tips, Tools, and Tricks

- When completing a performance evaluation, you can add in any applicable notes you've added to the system for your employee. Simply utilize the "Notes" tool at the top of the evaluation form, in the "Overview" section. Your employee notebook will populate with any applicable notes you can add for the employee you are reviewing.

Creating a Note

- To create a note, navigate to the "Self" tab.

- Scroll down to "Notes"

- Click "New"

- Enter in the date of your note entry, if different than today's date.

- To enter in the name of the employee this note is for, click the "Search" button and search for your employee (using the magnifying glass) in the pop-up window.

- Select the employee in the search results.

- Return to the note window. Enter in the subject of your note in the "Subject" field, and the content of your note in the "Notes" field.

- Click "Save" to save the note. Otherwise, you can print the note, return to the previous screen, or spell check the content of your note for spelling errors or typos.

- Upon saving, the new note you created will appear in your Notebook. You can either view or delete your new note utilizing the "View" button on the right-hand side of the screen.

Read more about creating notes in RivCo Talent by accessing the Performance Management guidebook.

Still have questions? Reach out to the Performance Management Team at PerformanceMgmt@rivco.org.