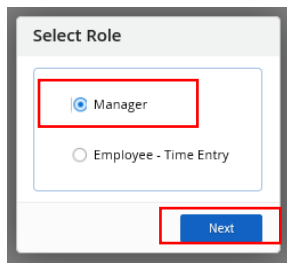# TRCA Performance – Quick Tips - Manager
# Add Comments to Review Form
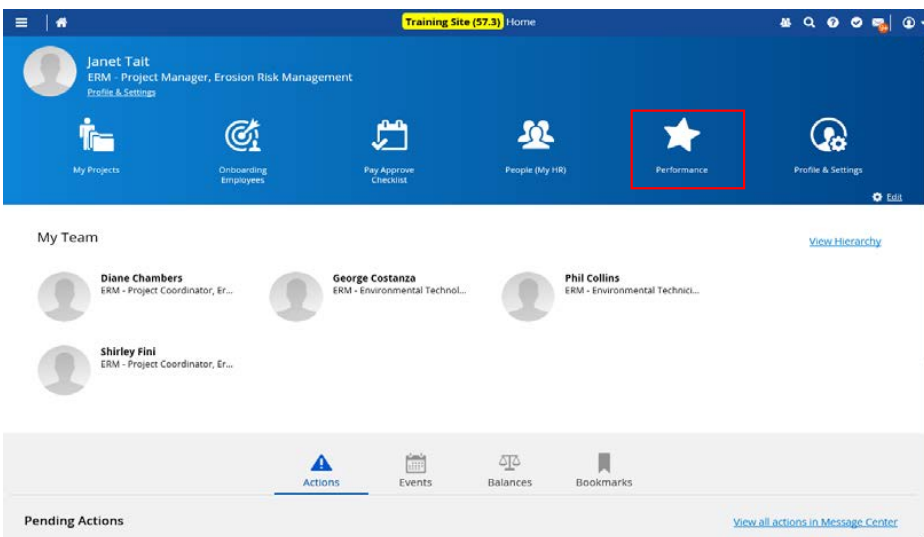
1. Log into **Ceridian Dayforce**.

   - The Select Role pop-up box appears. Select **Manager** and click **Next**:
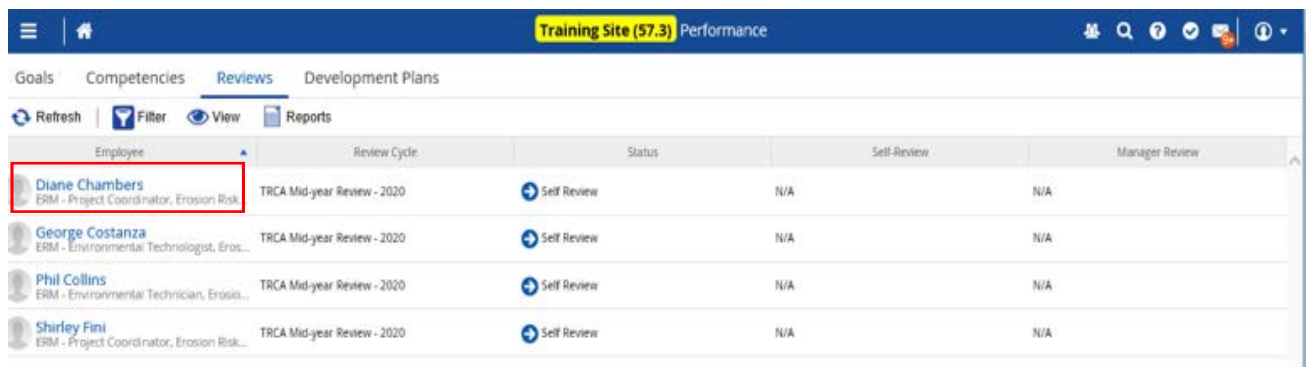


   - The **Home** screen displays, select the Performance icon to launch the performance module:



2. Click on the **Reviews tab icon** button in the toolbar ribbon to view comments your employee recorded and to enter your own comments with regards to their performance:



3. The **Reviews** form (performance review form) appears. Click on the **Review Cycle Name** for the employee performance that you want to enter comments for:

4.  The **Review Form** displays for the selected employee. Any comments made by the employee will appear in **Comment(s)** field under the employee's name:



4.  Your comments can be entered on the right hand of the Review screen, under your name:

5. To save your comments, click **Save as Draft:**



6. Once you are ready to submit your comments, click **Preview:**



**Note:** once comments are submitted, employee be able to view Manager comments

7. The Preview screen displays your Performance Evaluation Review Form in a different layout, but it consists of everything just as you recorded.

To submit, click **Submit**: