

Talent:

Performance Reviews

Employee

PERFORMANCE REVIEWS

Employees will learn the process on how to complete a performance review in Workday. This process will apply for initial reviews and annual reviews for civil service and A&P employees. Performance reviews will be conducted for the initial probationary period and during the annual reviews.

NOTIFICATION

You will receive a message in your Workday mailbox indicating that you have a self-evaluation due. Click on GET STARTED.

PROBATIONARY REVIEWS

You will be taken to a performance factors page. This page will have eight questions for you to answer. There will be a drop down where you can select the following rating options:

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Rating: select one

Rating Description: select one

Question: Ability to

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At the bottom of the page, you will find a “calculated rating” score and a comment box. Based off of how you answer your questions, the

system will automatically rate your score. You will also find a comment box where you can add additional comments if you choose (adding a comment is optional). You can also select from a variety of typographical emphasis in the comment box as well.

Employee Summary

Calculated Rating: 2.5

Rating Description: (empty)

Comment: I believe I can improve on feedback. I also completed a special project without assistance.

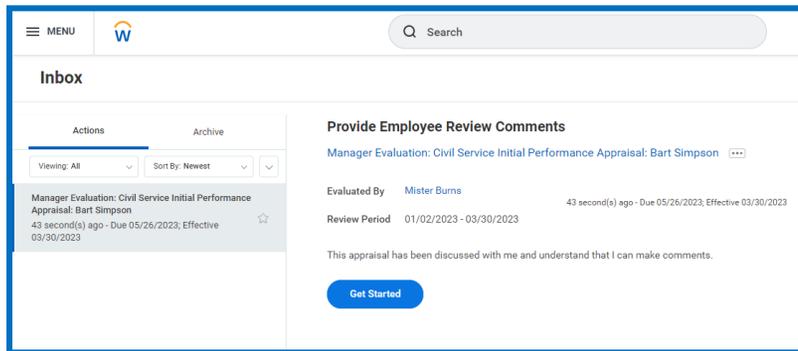
Click NEXT. You will be brought to a “Supporting Documents” page. You can upload any pertinent documents that you have. This is optional. Once you are done, click NEXT. You will now be brought to the “Overall” page. You will find your calculated rating, rating and a comment box where you can add additional comments (this is optional). Once you are done, click NEXT.

This will bring you to the “Performance Factors” page. You will review the answers to your performance questions, any supporting documents that you submitted and overall comments. Once you are done reviewing, click SUBMIT to submit your probationary performance review to your manager. Your manager will review your answers, and submit their own comments. They will then submit it to Human Resources for review. Once Human Resources reviews it,

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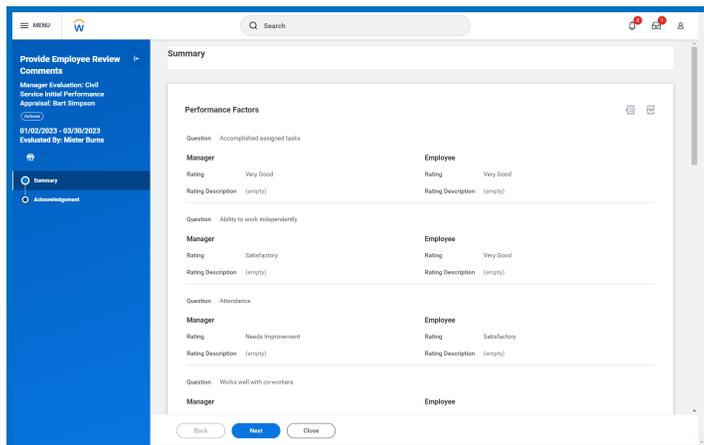
Employee

they will send it back to you to review. You will get a message in your mailbox that will look like the following:



Click GET STARTED.

You will be brought to the “Summary” page where you can find your ratings and comments and your manager’s ratings and comments.



Review the summary and click NEXT.

You will be brought to the “Acknowledgement” page. You will be required to select a status. Click the drop down and you will be given two choices : “Acknowledge Review” and “Would Like Further Discussion.” “Acknowledge Review” means that you have reviewed the review and have acknowledged it. “Would Like Further Discussion” means that you would like to talk to your manager in more detail. If you select “Acknowledge Review” and you click SUBMIT, then you are done. If you select “Would Like Further Review” then your review will be sent back to your manager so they can discuss it in more detail with you.

ANNUAL REVIEWS

This portion of the job aid will guide you through the annual review process. The process is very similar to the probationary period review.

NOTIFICATION

You will receive a message in your Workday mailbox indicating that you have a self-evaluation due. Click on GET STARTED.

ANNUAL REVIEWS

You will be taken to a “Complete Self Evaluation” page. You will find a “Goals” section. Clicking on ADD will open the following page:

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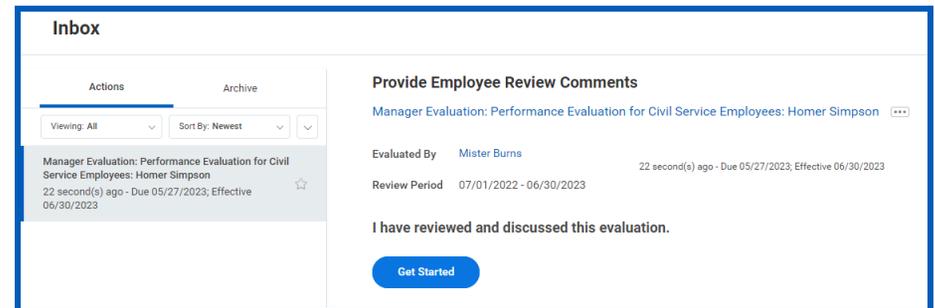
Since there is a red asterisk next to the goal, you are required to enter a goal.

The rest of the information on the page is optional. You can enter a due date for the goal. Under category drop down you select if it is a “Developmental Objective” or a “Performance Objective”. You are also able to select both if they both apply to your goal. Under status, you can select if the goal is “Not Started”, “In Progress” or “Completed”. You then can leave a comment.

Once you are done, click NEXT. This will bring you to a “Supporting Documents” page where you can upload any relevant paperwork if you choose. Under “Employee Summary” you can leave a summary of your overall performance. This is optional. When you are done, click NEXT.

You will be brought to the final page where you can do a final review of everything you have done. You can correct any errors here as needed. Once you are done. Click DONE to submit your review to your manager.

Once your manager reviews and responds to your review, it will come back to you for a final review. You will receive a message in your mailbox that looks like this:



Click GET STARTED

You will see all the goals that you have entered and your manager’s responses as well as any additional goals they have entered. Your comments will be on the right side of the page, and your manager’s comments will be on the left side. Once you are done reviewing your, select NEXT.

This will bring you to the “Acknowledgement” page.

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The screenshot displays the Workday Performance Reviews interface. On the left, a blue sidebar contains a 'MENU' icon, the Workday logo, and a 'Provide Employee Review' section with a 'Comments' sub-section. Below this, it shows the evaluation period '07/01/2022 - 06/30/2023' and the evaluator 'Mister Burns'. The sidebar also has 'Summary' and 'Acknowledgement' tabs. The main content area is titled 'Acknowledgement' and includes a search bar. Under the 'Employee' section, there is a 'Status' dropdown menu with a search icon and a list of options: 'Acknowledge Review' and 'Would like further discussion'. Below the status selection is a 'Comment' field. A 'Process History' section at the bottom lists three items: 'Mister Burns' (Submitted, Due 05/04/2023), 'Lakishia Wallace' (Approved, Due 04/29/2023), and 'Homer Simpson' (Awaiting Action, Due 05/27/2023).

Under “Status”, you are required to select either “Acknowledge Review” or “Would Like Further Discussion”. After reviewing your review, if you do not have any questions or you do not want to discuss the review with your manager then select “Acknowledge Review”. If you have questions or want to discuss your review in more detail with your manager then select “Would Like Further Discussion”. Workday will then inform your manager that you would like to speak to them. In both situations, you are able to leave a comment if you choose.

Click SUBMIT.

You have successfully submitted a performance review in Workday!