## workday @ NEIU

# Talent: Performance Reviews

#### VIEWING PENDING/COMPLETED REVIEWS

This job aid will show you where you can find any pending reviews, and/or any completed past reviews/evaluations in Workday.

#### START

Click on your profile.

Click on the person icon in the upper right hand side of the page.

Select "View Profile".

Click on "Performance".

- 1. Click the "Performance Reviews" tab at the top of the page.
- 2. Clicking the "View" button will show you a copy of your completed or pending review. Next to view you will find a "Create New PDF" button. Clicking this will provide you with a PDF of your completed or pending review.
- **3.** The "In Progress" section shows you any in progress performance reviews. Under "Awaiting", you will see who needs to complete their step in order to push the review along.



Progress 3 items	Review Period					XII II = III -
Review	Start Date	End Date	Status	Awaiting	Due Date	
Civil Service Initial Performance Appraisal: Joseph	03/17/2023	03/21/2023	Complete Self Evaluat Performance Review	tion for Joseph	03/28/2023	View Create New PDF
for Decise Ada Perferense Approximite and Mise		100.00.000	Surging Set Sector Parlamente Sector	ter for Joseph West	101100-00120	The Contribution
For Theorem I step Photocronecor Reported - change (Block	10111120031	-	Sergens for These A	inclus Joseph Mine	100.277.00030	(100 (100/100/10))
ompleted 1 item						相 田 支 🎟 🛙
Review Start Date		view Period				
		Start Date	End Date	Manager Rating	2	
Performance Evaluation for Civil Service		03/01/2022	03/01/2023	/01/2023 Outstanding		Create New PDF



### Employee