

## Talent: Performance Reviews

Employee

### 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.

