

## Talent:

## Viewing Your Team's Reviews

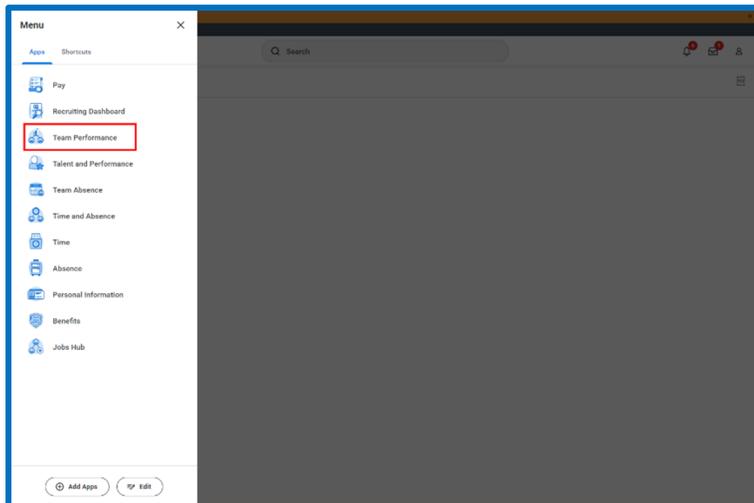
## Manager

### VIEWING CURRENT AND PAST PERFORMANCE REVIEWS

Managers have the ability to view and track any open and any completed performance reviews for their subordinates. This job aide will show you where you are able to find these reviews.

#### GETTING STARTED

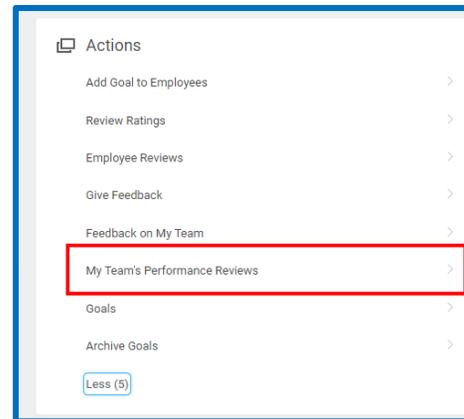
You will click on the MENU button on the top left side of the screen. Select TEAM PERFORMANCE



### TEAM PERFORMANCE

On the "Team Performance" page, you will find any information related to any current performance reviews, and your team's performance. In order to view current, pending, and past reviews you will go to the ACTIONS area.

Select MY TEAM'S PERFORMANCE REVIEWS. (You may have to click "More" in order to find this).



You will be brought to a page where you can review any completed or pending reviews for your team. In order to expand the window to see the reviews, click on the arrow as indicated below.

#### TIP

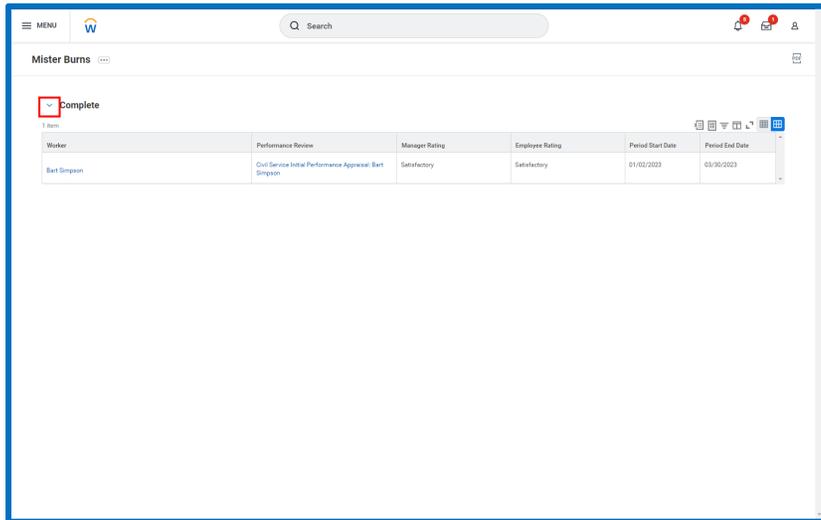


If you cannot find "Team Performance", click "Add App" on the bottom to search and add to your menu.

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Manager



The screenshot shows the Workday Talent interface for a manager named 'Mister Burns'. The interface is in the 'complete' state, as indicated by a red box around the 'complete' dropdown menu. A table displays a single performance review entry for 'Bart Simpson'.

Worker	Performance Review	Manager Rating	Employee Rating	Period Start Date	Period End Date
Bart Simpson	Civil Service Initial Performance Appraisal: Bart Simpson	Satisfactory	Satisfactory	01/02/2023	03/30/2023

Under COMPLETED, you will be able to see any completed performance reviews. Under IN PROGRESS, you will be able to see any pending performance reviews.