

Talent: Performance Reviews

CIVIL SERVICE ANNUAL PERFORMANCE REVIEWS

Civil Service employees will learn the process on how to complete an annual performance review in Workday. This annual review focuses on a goal oriented reflection.

NOTIFICATION

You will receive a message in your Workday inbox indicating that you have your annual self-evaluation due. Opening the message, you will be shown at the top the due date and the period review date. Click the blue **“Get Started”** button.

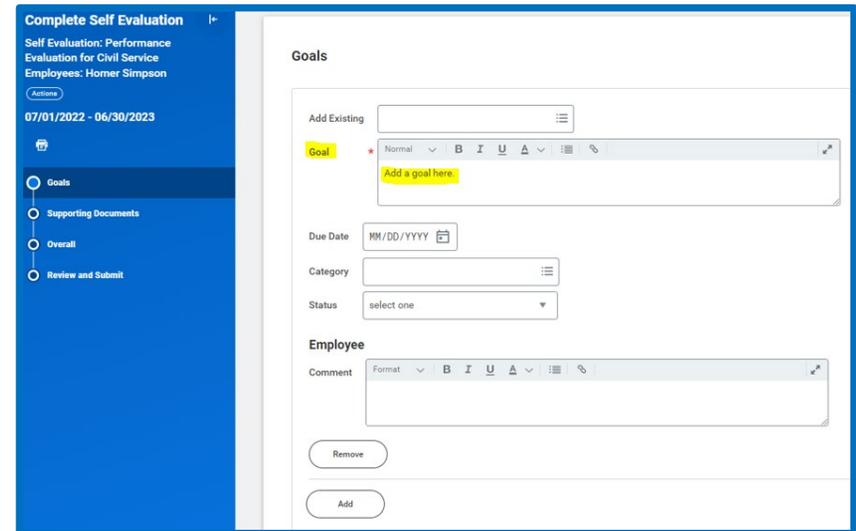
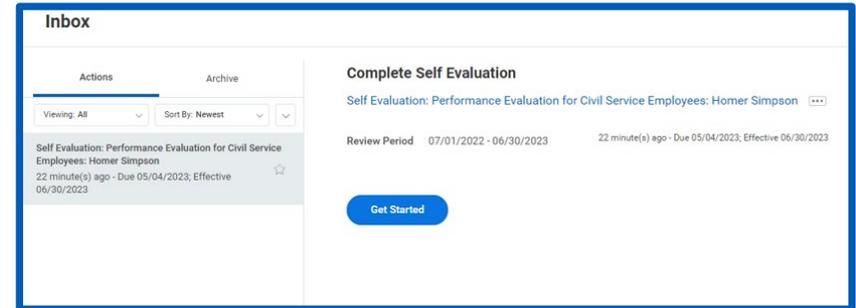
SUBMITTING YOUR GOALS

You will click the  button in order to add a new goal.

You will type in a goal that you had for your position in the **“Goal*”** section. Note: This is the only required portion that needs to be completed for each goal.

Due date is optional. You can select a date for when the goal was completed, or when you expect the goal to be completed.

Employee



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Employee

Category is optional. You will see a drop down menu where you can selection two types of categories: Developmental Objective and Performance Objective.

Developmental objectives are objectives that enhance your professional knowledge, skills, and abilities. Performance objectives are short-term goals that can be completed within a set amount of time. They are more concrete than developmental objectives.

TIP



Tip: You are able to select both categories if the goal is both a developmental and a performance objective.

Status is optional. You can select the status of a goal. You will be given the following three options:

- **Not Started** – You have not started your goal.
- **In Progress** – You are presently working on your goal.
- **Completed** – You have completed this goal.

This screenshot shows the 'Category' dropdown menu with a search bar and a list icon. Below it, the 'Status' dropdown menu is open, showing two options: 'Development Objective' and 'Performance Objective', each with an unchecked checkbox.

This screenshot shows the 'Category' dropdown menu with 'Performance Objective' selected and a close button (X). Below it, the 'Status' dropdown menu is open, showing 'select one' at the top and a list of options: 'Completed', 'In Progress', and 'Not Started'. The 'Employee' field is also visible below the status dropdown.

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Comment is optional but highly recommended. This is your space to leave any additional details regarding the goal you set. You are also able to select different formatting tools (such as bold, underline, bullet points, font size, and attaching documents) in order to add emphasis to certain portions of your comment.

Selecting the “Add” button will add another goal to your evaluation.

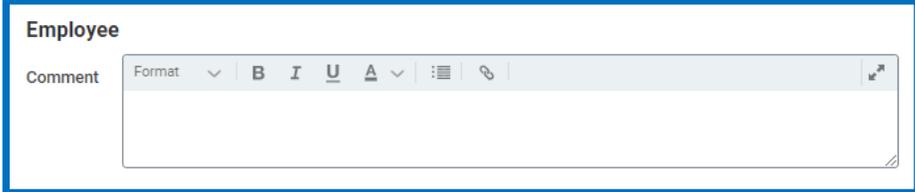
Once you are finished, click the “Next” button. To proceed to the next portion.

SUPPORTING DOCUMENTS

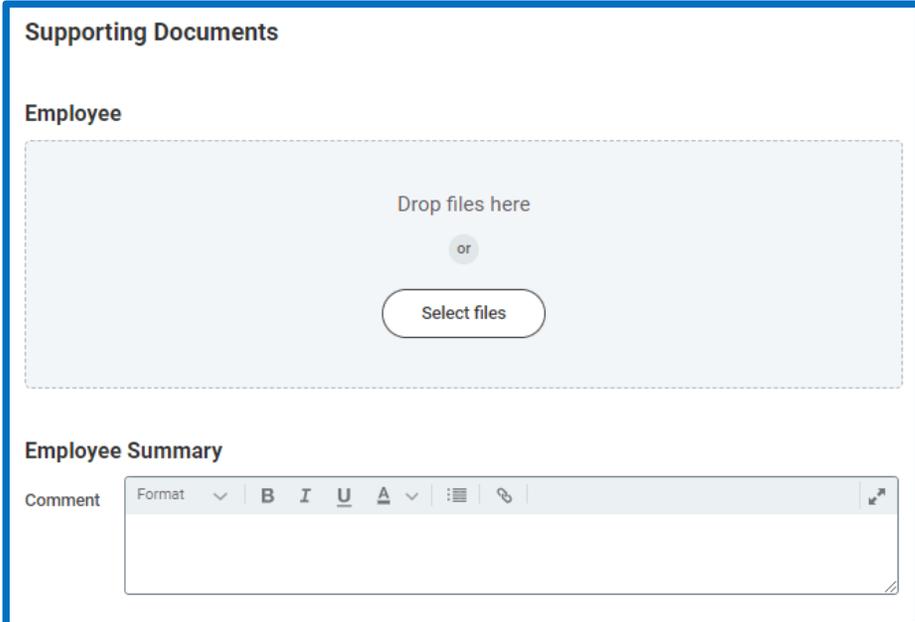
This section is optional. You are able to upload any documents that you would want your manager to see regarding your performance/goals. You can select a document off your computer by

clicking the  button. You are also able to leave any comments, if you choose, in the comment box.

Once you have completed this portion, click “Next” to progress to the “Overall” section.



The screenshot shows a text input area titled "Employee" with a "Comment" label. Above the text area is a rich text editor toolbar containing options for "Format", bold (B), italic (I), underline (U), font color (A), bulleted list, and link. The text area itself is empty.



The screenshot shows the "Supporting Documents" section. It features a dashed border box with the text "Drop files here" and a small "or" button. Below this is a "Select files" button. Underneath the document upload area is an "Employee Summary" section, which includes a "Comment" label and a rich text editor toolbar with the same formatting options as seen in the previous screenshot.

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Employee

OVERALL

This section is optional. This portion is where you can add additional reflection and insight regarding your performance over the past year. You also have the ability to select different formatting tools (such as bold, underline, bullet points, font size, and attaching documents) in order to add emphasis to your comment.

Once you have completed this portion of the annual review, click “Next”.

REVIEW AND SUBMIT

This section allows you to perform a final review of everything that you have submitted before you send it out to your manager for their review.

Once your manager adds their comments to your review, the evaluation will be sent back to you in your Workday inbox. When you open your task, you will be brought to the Acknowledgement page.

ACKNOWLEDGEMENT

Under “Status” you will be given two options from a drop down menu. You can select “Acknowledge the Review” if you have seen the review and have no questions or comments. You can select “Would like further discussion” if you would like to discuss the evaluation with your manager in more detail. Once you select your choice, you can leave a comment if you desire and then select “Submit” to submit the evaluation.

Complete Self Evaluation

Self Evaluation: Performance Evaluation for Civil Service Employees: Homer Simpson

07/01/2022 - 06/30/2023

Goals

Supporting Documents

Overall

Review and Submit

Employee

Comment I believe that I successfully complete the goal.

Goal Goal #2

Due Date (empty)

Category Development Objective

Status (empty)

Employee

Comment Employee comments on Goal #2.

Supporting Documents

Employee Summary

Comment

Overall

Employee

Comment Overall, I believe I do a great job.

Submit Save for Later

Acknowledgement

Employee

Status * Search

Comment

Acknowledge Review

Would like further discussion

Process History

Mister Burns	Complete Manager Evaluation for Performance Review- Submitted	Due 05/04/2023
Lakishia Wallace	Review Complete Manager Evaluation- Approved	Due 04/29/2023
Homer Simpson	Provide Employee Review Comments- Awaiting Action	Due 05/27/2023