

Talent: Performance Reviews

Manager

HOW TO SKIP ADDITIONAL MANAGER

“Get Additional Manager Evaluation” allows you to include another manager in your employee’s evaluation. This is only used if your employee reports to multiple managers, if they hold multiple positions, or if they transferred into this current position and the review period covers a period when they reporting to another manager. Often times, most employees will not be reporting to another manager and therefore, will have to skip this step.

SKIPPING THE “GET ADDITIONAL MANAGER EVALUATION” SCREEN

Open the evaluation in your Workday inbox. You will be prompted with the “Get Additional Manager Evaluation” page. In order to skip this

step, click the gear  icon in the upper right hand corner. A drop down will appear and you will select “Skip this Task” in order to skip this portion. You will get confirmation to skip this task.

Click “OK”.

A pop up will appear and it will confirm that the task was skipped. Clicking “Open” will allow you to complete your portion of your employee’s evaluation.

