

Employee Annual Performance Review Process

QUICK TAKE: Performance reviews are initiated each June by HR.

Submit a Self Eval

1. From the **Workday Task Inbox**, select the Task: Complete Self Evaluation and click Get Started.

If you don't have the task, please reach out to HR.

2. From the Goals tab, click "Add" and enter the following information:

Goal (short information about the goal) *required, Description, Due Date (if relevant), Status

- Be sure to click Add twice so there are two goals listed. There is a minimum of two goals needed to submit.
- Click Next once both goals are entered

3. From the Professional Development Goal tab, click "Add" and enter the following information:

Goal (short information about the goal) *required if adding Professional Development Goal, Description, Due Date (if relevant), Status

- Click Next once complete

4. From the Competencies tab, click rate each competency (5 of them).

- Click Next once complete

5. Review your entries and hit submit when you are done.

- Leave any comments if you would like to add additional information

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Self Evaluation is submitted to Manager and then Manager's manager

- Please wait for next steps until your manager and manager's manager have had a chance to review and complete your evaluation

Meet with your Manager to go over the review

- Your manager should reach out to you to schedule this once they have completed your review

Provide Employee Review Comments

1. From the Workday Task Inbox, select the Task: Provide Employee Review Comments and click Get Started.
If you don't have the task, please wait for your manager and manager's manager to review your evaluation.
2. From the Summary Tab, review feedback given.
3. From the Acknowledgement Tab, change the status to Acknowledged if you have met with your manager to review the form.
 - Leave any comments if you would like to add additional information
 - Click submit