

90-Day Performance Review

Job Aid - Workday

- Full-Time Staff
- 60-days after the employee's start date a Task will be sent to the Manager to complete the review.
- The Manager has 30 days to complete.

Manager Starts Process

1. **Manager will receive a Task in Workday – Start Performance Review**
2. **Manager completes the Review**
 - a. **If final score is Needs Improvement (extend probation period) – contact HR Business Partner**
 - b. **If final score is Does Not Meet (end employment) – contact HR Business Partner**
3. **Has option to view/print the review**
4. **HOLD: Meet with Employee**

Complete To Do HOLD: Meet with Employee ⋮

46 second(s) ago - Effective 11/30/2023

For

Overall Process 90 Day Review:

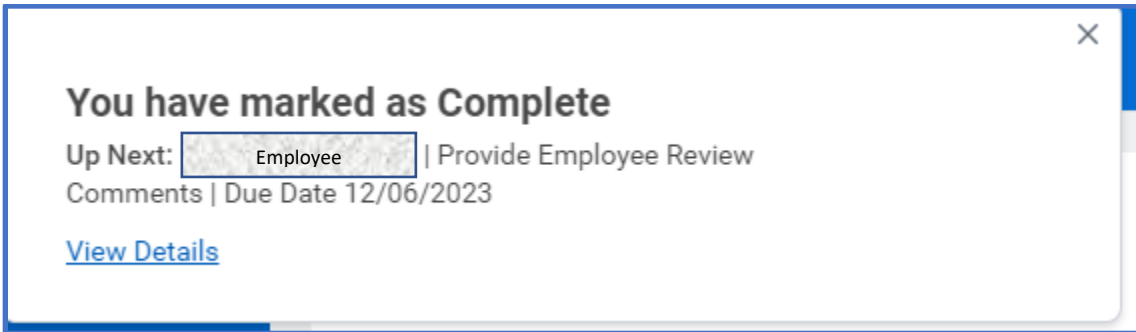
Overall Status In Progress

Instructions **HOLD: Meet with Employee**
Please set up a meeting with the employee to review the contents of this performance evaluation **BEFORE** clicking the Submit button. Clicking the submit button will release the evaluation to the employee.

After meeting with the employee, you must click the **SUBMIT** button below to release the evaluation, including Overall Rating and Comments to the employee for acknowledgment. You will receive another inbox item in Workday for your final acknowledgement, completing this process.

Please contact your HR Partner with any questions.

5. After Manager Submits, the Task moves to the Employee to comment and Acknowledge



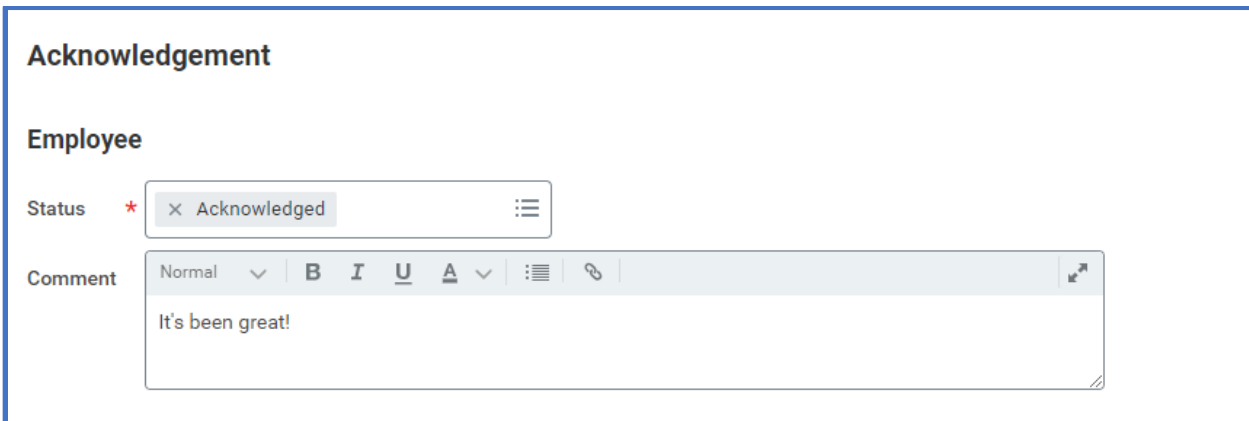
This notification box has a close button (X) in the top right corner. The main heading is "You have marked as Complete". Below it, the text reads "Up Next: Employee | Provide Employee Review Comments | Due Date 12/06/2023". At the bottom, there is a blue link that says "View Details".

6. Employee receives a Task in Workday

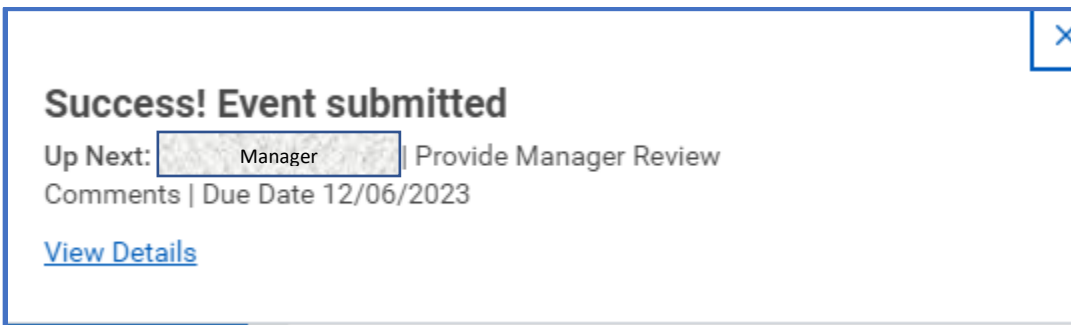


The task card header includes "Provide Employee Review Comments", "Manager Evaluation: 90 Day Review", and "Employee" with a menu icon. On the right are icons for star, list, print, settings, and full screen. The "Evaluated By" field shows "Manager" and "1 minute(s) ago - Due 12/06/2023; Effective 11/30/2023". The "Review Period" is "10/01/2023 - 11/30/2023". A paragraph of instructions follows: "Please select the status of 'Acknowledged' to confirm that you have met with your supervisor and have received this review. Taking this action does not indicate agreement with the content of your review and is merely an acknowledgment that the performance evaluation discussion has been held and that the content of the review has been communicated." At the bottom left is an orange "Get Started" button.

7. Employee comments (optional), and Acknowledges. Submit.



The form is titled "Acknowledgement" and is for an "Employee". The "Status" dropdown menu is set to "Acknowledged" with a red asterisk. The "Comment" text area contains "It's been great!". The text area has a rich text toolbar with options for Normal, Bold, Italic, Underline, Text Color, List, and Link.



This notification box has a close button (X) in the top right corner. The main heading is "Success! Event submitted". Below it, the text reads "Up Next: Manager | Provide Manager Review Comments | Due Date 12/06/2023". At the bottom, there is a blue link that says "View Details".

8. Manager receives a Task in Workday to read employee comment and Acknowledge. Submit

Provide Manager Review Comments Manager Evaluation: 90 Day Review: **Employee** ⋮

Evaluated By **Manager** 39 second(s) ago - Due 12/06/2023; Effective 11/30/2023

Review Period 10/01/2023 - 11/30/2023

This is a copy of the employee's finalized review including employee comments. Please select the status 'Acknowledged' to confirm you have met with the employee to present and discuss this review. You also acknowledge that you have reviewed any comments, and have contacted HR (if necessary).

[Get Started](#)

Acknowledgement

Manager	Employee
Status * <input type="text" value="x Acknowledged ..."/>	Status Acknowledged
Comment <input type="text" value="Normal B I U A : "/>	Comment It's been great!
	Acknowledged By Employee
	Acknowledgement Date 12/04/2023 07:31 AM

Complete