

Supervisor Annual Performance Review Process

QUICK TAKE: Performance reviews are initiated each June by Human Resources. Employees must complete their self-evaluation before you receive the task to evaluate your employee.

Complete Manager Evaluation

1. From the **Workday Task Inbox**, *Select* the Task: Manager Evaluation 2023/2024 and *Click* Get Started.
If you don't have the task, please reach out to employee to complete their self-evaluation.
2. From the Goals tab, Rate the goals, then review, edit, or comment on goals
 - Click Add if you would like to include additional goals. You may also remove goals that are not relevant. There is a minimum of two goals needed to submit.
 - Click Next once both goals are entered and reviewed
3. From the Professional Development Goal tab, Review, edit, or comment on goal(s)
 - Click Add if you would like to include additional goals. You may also remove goals that are not relevant.
 - Click Next once complete
4. From the Competencies tab, rate each competency (all 5 competencies listed).
 - Rating Scale:
 - 5 – Outstanding: Consistently exceeds performance objectives and is recognized by peers and/or customers as a leader and positive example for others. Makes significant contributions well beyond normal job responsibilities on a consistent basis.
 - 4 – Exceptional: Consistently meets and occasionally exceeds job performance objectives on a regular basis, making valuable contributions to the company.
 - 3 - Satisfactory: Consistently meets but does not exceed performance objectives. Fully competent and is performing job as expected.
 - 2 - Needs Improvement: Does not adequately accomplish objectives nor fulfill all responsibilities; must improve within a designated period of time. Or, new to position and tasks presently assigned are adequately performed as expected.
 - 1 - Unsatisfactory : Results are unacceptable, well below expectations, and require immediate improvement. Does not accomplish most or all position objectives.
 - Click Next once complete

Employee Annual Performance Review Process

Complete Manager Evaluation continued

5. From the Overall tab you must leave comments for your employee.
 - Comments should be about needed improvement(s), and successes and/or compliments. Comments should also include: what to work on for next year, how they contribute to the team, and how they performed throughout the past year. Nothing in comments should be a surprise to the employee.
 - Click Next once complete
6. From the Review and Submit tab, review all ratings and feedback.
 - Click Submit once complete

Self Evaluation is submitted to Manager's manager

- Please wait for next steps until your manager have had a chance to review and complete your evaluation
- If overall rating is a 2 or less, the review will be submitted to HR after the Manager's manager. Disciplinary conversations should be documented if you are giving a rating of this level.

Provide Employee Review Comments

1. From the Workday Task Inbox, select the Task: Provide Manager 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, click next.
3. From the Acknowledgement Tab, change the status to Acknowledged if you have met with your staff member to review the form.
 - Click submit