

Description: This job aid provides instructions on how to complete the self-evaluation questions for your mid-year review as well as find and print the completed review.

Applies to: Non-union or library staff eligible for annual salary increases.

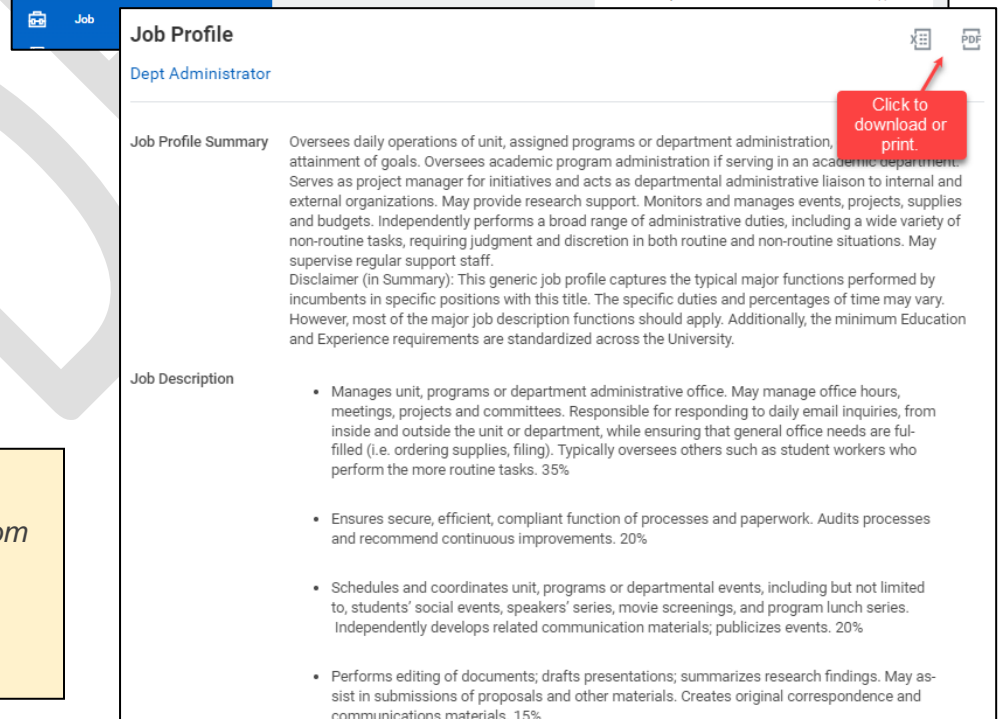
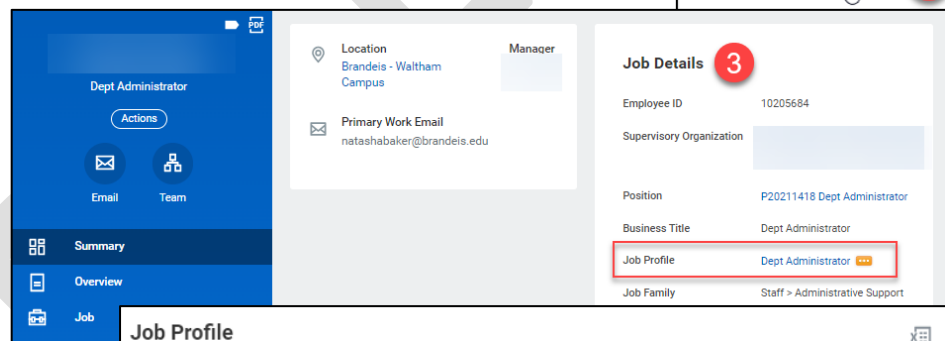
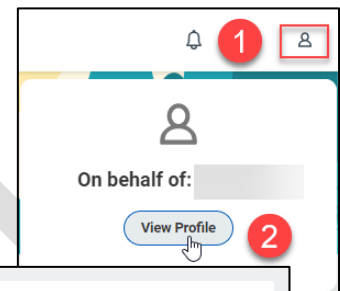
Note: Fields not specified in this document are to be skipped or left blank.

BEFORE YOU BEGIN

Review your Job Profile in Workday. If the Job Profile does not accurately reflect your current position, check with your manager for a more descriptive job description or to discuss any changes that may be necessary.

To access your **Job Profile** in Workday:

1. Select the profile icon in the upper right corner of your Workday work screen.
2. Select **View Profile**
3. Hover over **Job Profile** and click the Related Actions icon (ellipsis)



Note: The job description in Workday may be different from your general job description. Check with your manager if there are any discrepancies.

ACCESS THE SELF EVALUATION

1. Select **Self Evaluation: Mid-Year Review**.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Self Evaluation: Mid-Year Review_9.23.22: 18 minute(s) ago - Effective 06/30/2023

Complete Self Evaluation

Self Evaluation: Mid-Year (Staff):

2 minute(s) ago - Effective 06/30/2022 Review Period 07/01/2021 - 06/30/2022

As part of this year's performance management process, please complete the following form and discuss it with your manager. Your input in the review process is important. This is your opportunity to let your manager know about your job performance, accomplishments and your career and/or professional development goals

Go to Guided Editor A simple step-by-step guide

Go to Summary Editor Edit everything on one page

2. Choose how you would like to view the evaluation questions.

- Guided Editor** shows additional help text and displays one section at a time.
- Summary Editor** shows all sections on one page.
 - Allows you view answers to other questions.

COMPLETING THE SELF-EVALUATION QUESTIONS

- There are two sections of the form containing a total of 7 questions. All questions are required. Be sure to answer the questions with as much detail as possible.

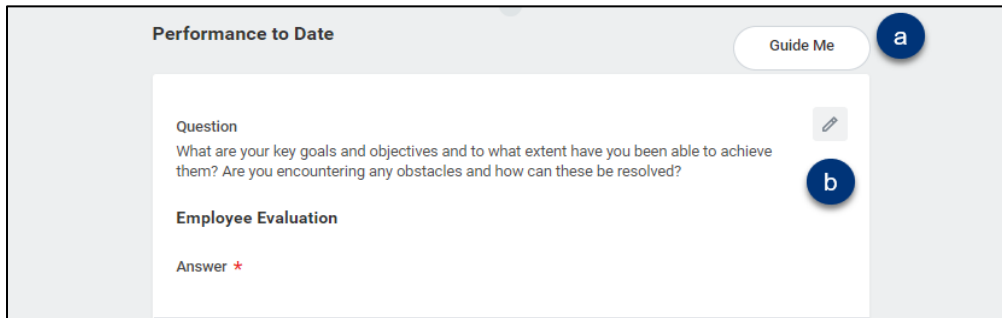
Complete Self Evaluation Self Evaluation: Mid-Year Review_9.23.22: 1

18 minute(s) ago - Effective 06/30/2023 Review Period 07/01/2022 - 06/30/2023

As part of this year's performance management process, please complete the following form and discuss it with your manager. Your input in the review process is important. This is your opportunity to let your manager know about your job performance, accomplishments and your career and/or professional development goals

For each question:

- Click **Guide Me** for help text for this section.
- Click the pencil icon to edit the question.



Performance to Date

Guide Me

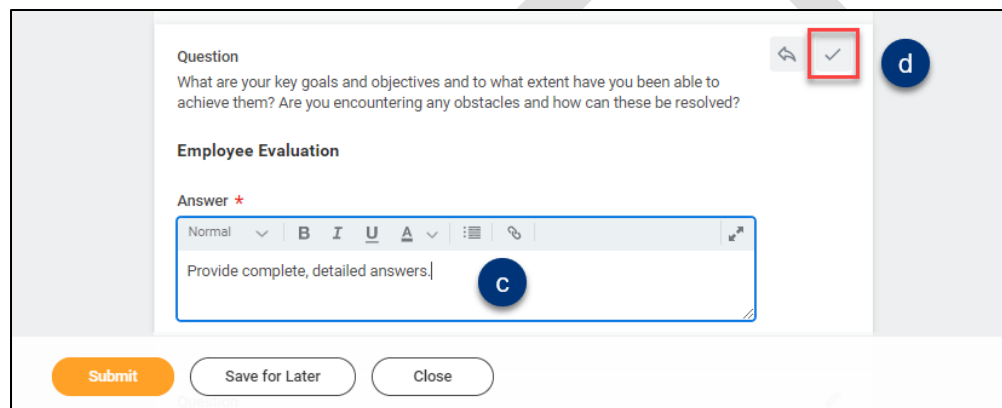
Question

What are your key goals and objectives and to what extent have you been able to achieve them? Are you encountering any obstacles and how can these be resolved?

Employee Evaluation

Answer *

- Type the answer in the space provided.



Question

What are your key goals and objectives and to what extent have you been able to achieve them? Are you encountering any obstacles and how can these be resolved?

Employee Evaluation

Answer *

Normal B I U A | : | | | |

Provide complete, detailed answers.

Submit Save for Later Close

- Click the check mark to save your answer and close the question, or click the next question.
- Use **Save for Later** to save the form for editing at a later time.

- When all questions have been answered, click **Submit**.

Note: You will not be able to edit your answers once you click Submit.

Success! Event submitted

Up Next: | Mid-Year (Staff)_Questions and Goals and Overall Rating: - Complete Manager...
[View Details](#)

Next steps:

Your manager will respond to your self-evaluation questions and schedule a meeting to discuss your evaluation.

1. If your manager requires additional information they can send it back for you to edit. You will receive an Inbox action.

f. Scroll down to **View Comments** for more information.

The screenshot displays the 'Complete Self Evaluation' page. On the left, under the 'Actions' tab, 'Self Evaluation: Mid-Year' is listed with a red circle '1' next to it. The main content area shows the evaluation details, including a 'View Comments (1)' section highlighted with a red box. The comment says 'Send Back Reason: Please provide additional information.' Below this is a 'Process History' section showing the evaluation's status changes.

Complete Self Evaluation

Self Evaluation: Mid-Year (Staff)_Questions and Goals and Overall Rating: [Progress Bar]

51 second(s) ago - Effective 06/30/2022

Review Period: 07/01/2021 - 06/30/2022

Continue where I left off

Go to Summary Editor

View Comments (1)

Send Back Reason: Please provide additional information.

Process History

- Complete Self Evaluation for Performance Review- Submitted (1 hour ago)
- Complete Manager Evaluation for Performance Review- Sent Back (Just now)
- Complete Self Evaluation for Performance Review- Awaiting Action (Just now)

2. Edit your answers as you did above, then submit.

When both of you agree with the review and overall progress, your manager will approve the review in Workday.

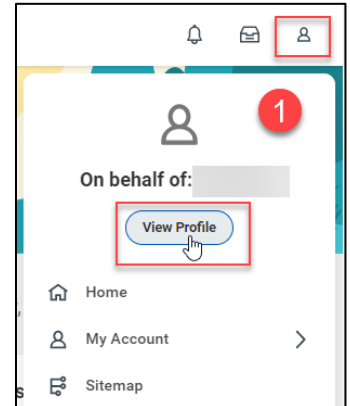
ACKNOWLEDGE AND COMPLETE THE REVIEW PROCESS.

1. Once your manager completes and accepts the review, you will see an Inbox Action item to confirm that you and you manager have discussed and agree with the performance review.

- a. Review the **Additional Confirmation** statement then click the pencil icon to edit.
- b. In the **Status** field select:
 - Acknowledge Review without Comments, or
 - Acknowledge Review with Comments.
- c. Enter comments if necessary.
- d. Click **Submit** to complete the process.

VIEW THE COMPLETED REVIEW

1. Click the profile icon at the top of your screen and select **View Profile**.



2. Select **Performance** from the menu on the left.

3. Then **Performance Reviews** sub-tab across the top.

- If the section is empty, that means that your manager has not submitted the review for final approval.

A screenshot of the 'Performance Reviews' section. On the left is a blue sidebar with a menu. The 'Performance' item is highlighted with a red circle and the number '2'. At the top of the main content area, the 'Performance Reviews' tab is selected and highlighted with a red circle and the number '3'. Below the tab is a table with the following data:

Review	Review Period		Manager Rating		
	Start Date	End Date			
Mid-Year Review_9.23.22	07/01/2022	06/30/2023	On Track	View (labeled 'a')	Create New PDF (labeled 'b')

a. Click **View** to see the completed review.

b. Click **Create New PDF** to save and print the completed review.