### PERFORMANCE REVIEWS

**Description**: This job aid provides instructions on how to locate and print your completed performance evaluations/reviews in Workday

Applies to: All review eligible staff

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

#### LOCATE REVIEWS IN WORKDAY

1. From the Workday workscreen, click the profile icon in the upper right-hand corner and click **View Profile.** 

Q Search	ф 🗗 🕹
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Hello There	It's Thursday, March 30, 2023
Awaiting Your Action	Quick Tasks
Self Evaluation: Annual Staff Performance Review (IC): Inbox - 8 day(s) ago	Request Time Off My Payeline
View Profile Home A My Account Sitemap	

2. Select **Performance** from the menu on the left, you may have to click more to find the tab on the left-hand side.

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### LOCATE REVIEWS IN WORKDAY

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

E MENU	Ŵ				Q Search
		[ <sup>b</sup> ]	Individual Goals	Performance Reviews	

#### - Your reviews will be under the **Completed** Section.

		Review Period			
Review	Start Date	End Date			
Mid-Year Review:	07/01/2022	06/30/2023	View	Create New PDF	

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

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PERFORMANCE REVIEWS

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

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