

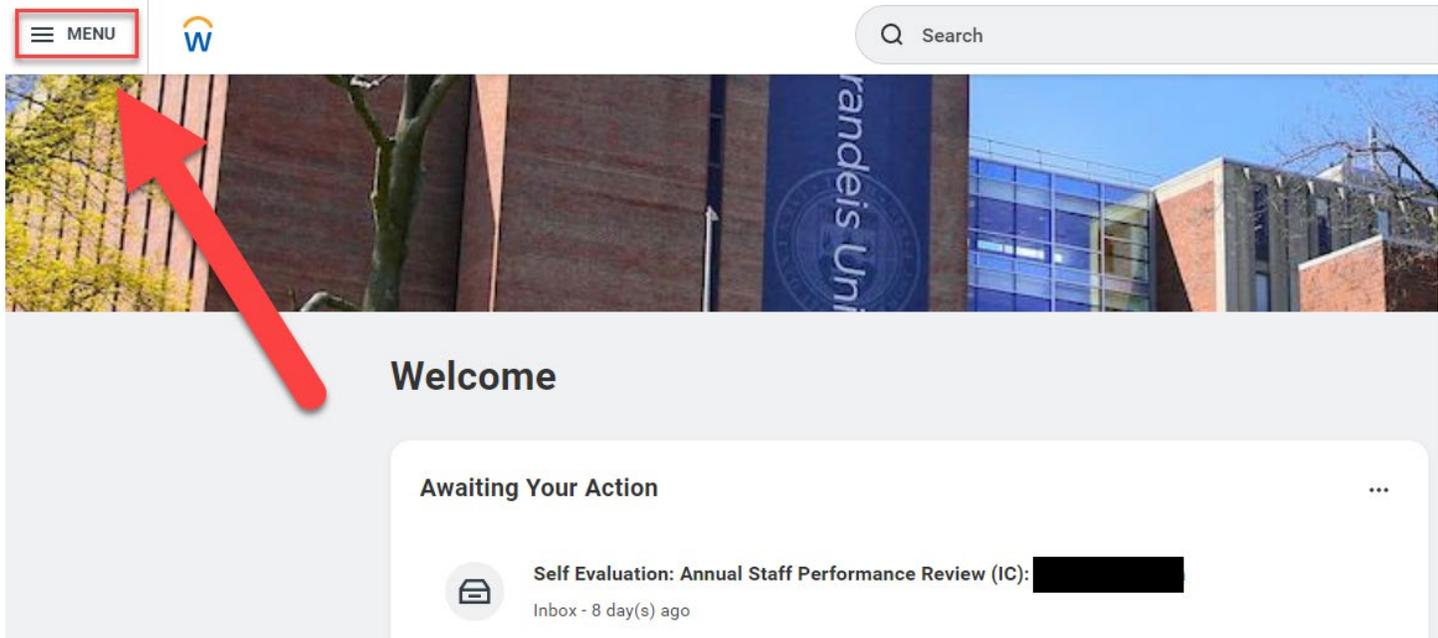
Description: This job aid provides instructions on how to find and review Team's Mid-Year review.

Applies to: Faculty and Staff Managers

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

VIEW COMPLETED MID-YEAR REVIEWS

1. Open the **Menu** located on the top left on your Workday workscreen.



2. Select the **Team Performance** app from the Menu.

Menu

Apps Shortcuts

Your Saved Order

-  Absence
-  Benefits
-  Recruiting
-  Recruiting Dashboard
-  Career
-  Reports
-  Team Absence
-  Team Time
-  Training & Resources
-  Student Financial Aid
-  Student Account
-  Team Performance

+ Add Apps Edit

3. Select **My Team's Performance Reviews**.

Team Performance



Actions

- Review Ratings >
- Employee Reviews >
- My Team's Performance Reviews >
- More (3)

4. Expand the **Complete** section to see your team's Mid-Year reviews. You can also expand the **In Progress** tab to see who in your team is still working on their Annual review.

▼ In Progress

1 item

Worker	Performance Review	Current Step	Manager Rating	Employee Rating	Period Start Date	Period End Date	
[REDACTED]	Annual Performance Review (IC) - WIP: [REDACTED]	Provide Employee Review Comments - Employee As Self	Exceeds Expectations	Exceeds Expectations	07/01/2022	06/30/2023	Send Back

▼ Complete

1 item

Worker	Performance Review	Manager Rating	Employee Rating	Period Start Date	Period End Date
[REDACTED]	Mid-Year Review [REDACTED]	On Track		07/01/2022	06/30/2023

If a section is blank, that indicates that there are no reviews either In Progress or Completed.