**Manager View Team's Mid-Year Review**

**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.

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**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

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**.

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.

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