**Description:** This job aid provides managers with instructions on how to use the Performance Review Status Dashboard.

**Applies to:** Managers

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

The Performance Review Status Dashboard allows managers to review how many reviews have been completed, how much time is remaining until the review period closes, and how many reviews are awaiting your action, among other details. Instructions on using the dashboard and the definitions of the blocks in the dashboard can be found at the top of the page under **Instructions** and **Field Definitions**.

The dashboard is a series of reports represented as tables and graphs. You can click on the various reports to change the way the data is represented or drill down further into the data.

**FINDING THE PERFORMANCE REVIEW STATUS DASHBOARD**

1. Manager can type **Performance Review Status Dashboard** into the Workday search bar and select the **Custom Landing Page Group** option.

2. Managers can also go to their Workday Global Navigation Menu and select the **Performance Review Status Dashboard** application from their menu choices.
3. To view the instructions on how to use the dashboard, click the View More link in the Instructions section.

4. To understand each field on the reports you’re seeing, click the View More link on the Field Definitions section.

DATA-ENTRY TIME REMAINING FIELDS

This report details how many days the mid-year review will be open in Workday and how many are remaining. If you would like to change the way the report is viewed, click the wheel at the corner. You may also click the View More link to view the report on a separate page.

COMPLETION STATUS

The completion status report shows how many of your direct reports (and your direct reports’ direct reports) have completed the full evaluation process – their self-evaluation, your evaluation, and both the self- and manager acknowledgement of the review. If you click the View More link, the report will open in a new page. Hovering over the numerical results of the report will show you more details; you may click the hyperlinked review count number to see the individuals who have completed the evaluation and those who are still in progress.
RATINGS DISTRIBUTION

The Ratings Distribution report displays the number of ratings assigned to direct reports within your supervisory organization. This report will not populate details for the mid-year review, but will show data for the annual review.

IN PROGRESS REVIEWS

The In Progress Reviews shows all reviews that are not completed. Completion includes the acknowledgement from both the employee and manager that they have reviewed their evaluation together. If you click the View More link, the report will open in a new page. Hovering over the numerical results of the report will show you more details; you may click the hyperlinked review count.
number to see the individuals who are still in progress and at what stages they are in with their evaluation. Once all the reviews are completed, the report will be blank.

![In Progress Reviews (returns blank if none)](image)

<table>
<thead>
<tr>
<th>Review Template</th>
<th>Review Period</th>
<th>Step Awaiting: Complete Self Evaluation for Performance Review</th>
<th>Count</th>
<th>% of Overall</th>
<th>Step Awaiting: Complete Manager Evaluation for Performance Review</th>
<th>Count</th>
<th>% of Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Year Review 2023</td>
<td>07/01/2023 - 12/31/2023</td>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td>2</td>
<td>14.29%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td>2</td>
<td>14.29%</td>
</tr>
</tbody>
</table>

View More...