The annual review process begins with staff completing self-evaluation questions in Workday. When staff have completed the form, you will receive an email and an Inbox Action item.

**FIND EMPLOYEE’S SELF-EVALUATION**

When employees submit their completed evaluation, you will receive an email notification. Log in to Workday and go to the Inbox.

1. **Select Manager Evaluation: Annual Performance Review.**

2. **Click Get Started.**
The self-evaluation has five sections: Performance, Core Competencies, Development Opportunities, Goal Setting, and Overall with a total of 7 questions.

1. **Evaluation Questions**

For each question, the employee's answers are shown to the right of the Manager's response:

- **Click the rating drop down menu and select which rating best applies to your employee.**

   **Manager**
   
<table>
<thead>
<tr>
<th>Rating</th>
<th>Rating Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>select one</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>select one</td>
<td>Successful</td>
</tr>
<tr>
<td></td>
<td>Developing</td>
</tr>
<tr>
<td></td>
<td>Improvement Needed</td>
</tr>
</tbody>
</table>

   **Employee**
   
<table>
<thead>
<tr>
<th>Rating</th>
<th>Rating Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Highly Successful</td>
</tr>
<tr>
<td></td>
<td>Successfully</td>
</tr>
<tr>
<td></td>
<td>Developing</td>
</tr>
<tr>
<td></td>
<td>Improvement Needed</td>
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</tbody>
</table>
2. Click **Next** to move to the next section and repeat the steps above for each question.

3. When you are finished with feedback, click **Save for Later**.

   **Note**: Do not click **Submit** until you have met with your employee. You will not be able to edit any answers or change the rating.

4. Schedule a meeting for you and your employee to discuss the review and rating. You may return to the evaluation and edit if necessary.
5. After reviewing the evaluation together, click **Submit**.

 SendMessage for Additional Information

If you require additional information from the employee, you may send it back to them for editing.

1. Click **Send Back** at the bottom of the form.

2. Describe the **Reason** you are sending this back in the box. Then click **Submit**.

3. The employee will receive an inbox Action item.
1. After you meet with your employee, go to your Inbox, select the employee’s review and click Get Started.

2. Review Summary, and then click Next.

3. In the Status field select:
− Acknowledge Review without Comments, or
− Acknowledge Review with Comments.

a. Enter comments if necessary.

b. Click **Submit** to complete the process.

c. The process is complete when the employee submits their acknowledgement.
VIEW PENDING AND COMPLETED REVIEWS

1. Open the **Menu** located on the top left of your Workday workscreen and select the **Team Performance** app.
2. Select **My Team’s Performance Reviews**.

3. Expand the **In Progress** and **Complete** sections to see the reviews.

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