

Employee Performance Review

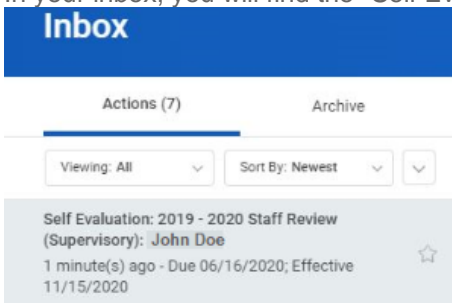
This job aid provides detail on how to complete the employee performance review in Workday. Employee Services will distribute the task to all eligible employees inboxes during the performance review process.

On this job aid:

[Complete employee self-evaluation](#)


Complete employee self-evaluation

1. In your inbox, you will find the "Self Evaluation" task.



2. Open the review task.
3. Select the **Go to Guided Editor** button for a guided walkthrough of the review process, or select **Go to Summary Editor** for a summarized process.



4. Complete each item in all categories. To edit each, select on the item or select the **Edit**  icon.

Competency

Adaptability

Description

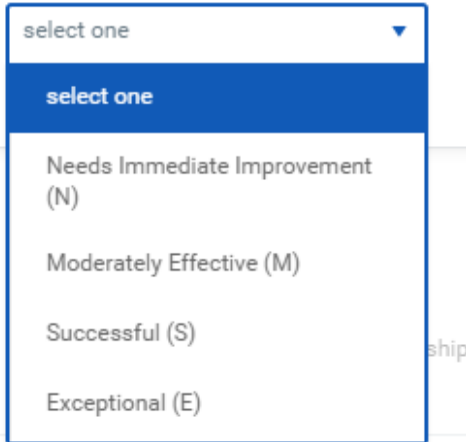
Recognizing that organizational success require

Employee Evaluation

Rating 

5. Select a rating from the drop-down. Ratings are required in all categories.

Rating *



select one ▼

select one

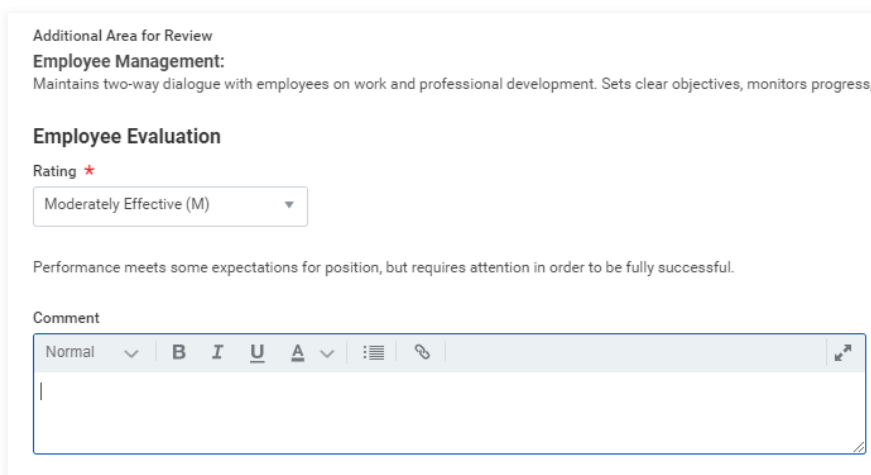
Needs Immediate Improvement (N)

Moderately Effective (M)

Successful (S)

Exceptional (E)

6. Some items allow employees to add comments.



Additional Area for Review

Employee Management:
Maintains two-way dialogue with employees on work and professional development. Sets clear objectives, monitors progress, i

Employee Evaluation

Rating *

Moderately Effective (M) ▼

Performance meets some expectations for position, but requires attention in order to be fully successful.

Comment

Normal ▼ B I U A ▼ :≡ ☒

7. Select the **checkmark**  icon to save the rating.

Note

At any time during the process, you can save your self-evaluation to continue at a later time by selecting the "Save for Later" button.

Save for Later

8. Each category has a summary area with the overall rating and rating weight. Employees can add their overall impressions for the category in the comments field.

Summary

Employee Evaluation

Rating

Successful (S)

Performance may exceed expectations at times or benefit from continued development in some areas, but in general fully meets expectations for position.

Overall Rating Weight
33.3

Comment

Format ▼ B I U A ▼ :■ 🔗 | ↻

- On the guided editor, select the **Next** button to move through the various sections of the review. Scroll down for the Summary editor.
- In the overall summary, the system will automatically calculate the overall rating. Employees have the opportunity to change the rating by selecting the checkmark and adding comments.

Employee Evaluation

Rating

Successful (S)

Performance may exceed expectations at times or benefit from continued development in some areas, but in general fully meets expectations for position. (Workday generated rating. Click to override.)

I want to change the Rating:

☐

Default Rating

Successful (S)

Comment

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11. Select **Submit** and **Done**—the evaluation routes back to the manager for review.