

Annual Staff Reviews for Employees and Faculty

The Performance Review process in Workday makes delivering, approving and organizing performance review documentation a more streamlined process. With Workday, faculty can attach their documentation directly into the system for their annual faculty review.

Process	Workday
Employee Performance Review	Performance self -evaluations are distributed to employees inbox during the performance review period. Managers log into Workday to complete their review.
Faculty Performance Review (FPER)	Faculty performance self -evaluations are distributed to full-time faculty inbox during the faculty review period. Faculty completes their FPER Template and all related documentation and upload it to Workday. Deans and department chairs log into Workday to complete evaluations.
Add/Update Education, Licenses, and Certifications.	Use the Career application to add education, certification and licenses to Workday.

On this section:

- [Employee Performance Review](#)
- [Faculty Performance Review](#)
- [How to Add/Edit Your Career Information](#)