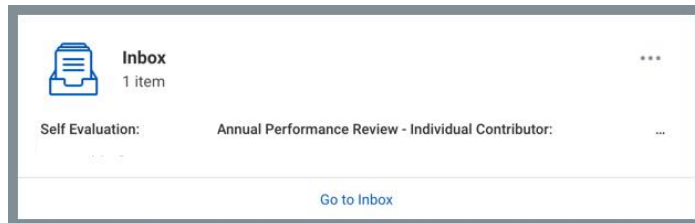
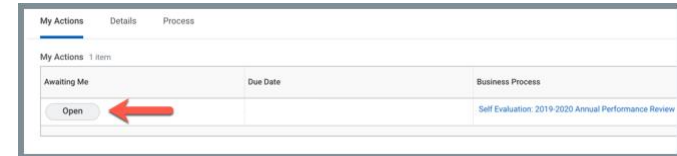
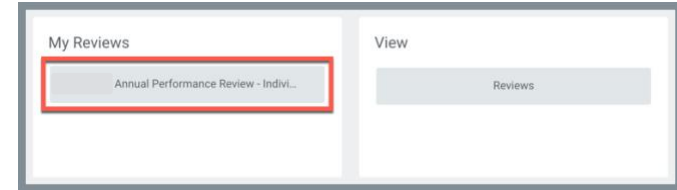
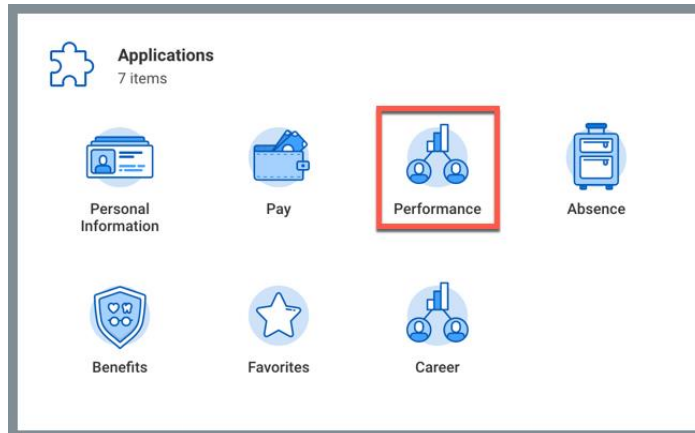


NAVIGATING TO EVALUATION

1. Log in to Workday to begin your Performance Self-Evaluation via an inbox task item.
2. You can access your inbox task in a few ways.
 - Select the Self Evaluation: *Annual Performance Review* link in the Inbox section of your Workday homepage.



- Or Select the 'Performance' worklet on your Workday homepage, followed by the *Annual Performance Review* Link under **My Reviews** and then **Open**.



COMPLETING EVALUATION

3. Once your self-evaluation is open, follow the instructions provided. Be sure to scroll down and answer all of the questions in each section prior to pressing **Next**.

Note: Some employees have additional sections to answer relating to their status as a Manager with direct reports.

4. After all required sections are completed, select **Submit** at the bottom of the page and your review will be sent to your Manager or Zone/Shift Supervisor.

Helpful Tips:

- A red **Error** message will appear if a required section was missed
- You can **Save for Later** if you need to complete the evaluation at a later time and want to save your progress. Your Manager will be able to view your progress even if you have not fully submitted your self-evaluation.

5. Your Manager will complete their portion of your performance evaluation prior to setting up an in-person meeting, Zoom session, or phone call for review.

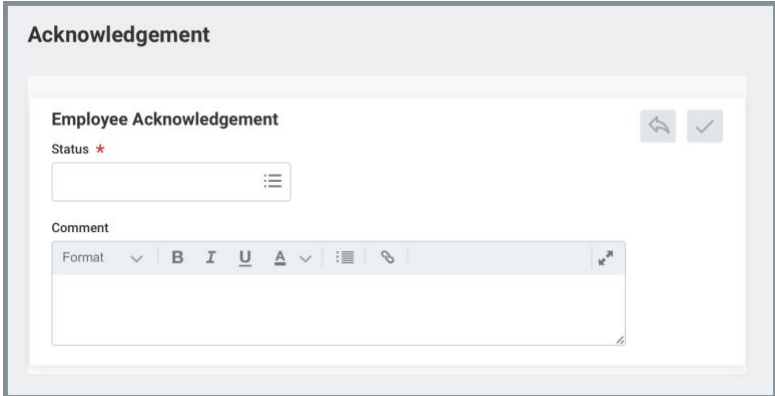
Note: If conducting face-to-face meetings, it is important to follow COVID protocols.

6. After your Manager informs you via email, phone, or in-person that the review was completed you will need to log in to Workday and acknowledge your performance review via a new task waiting in your inbox.

Note: Your acknowledgment does not necessarily indicate agreement with the evaluation, merely that the completed evaluations were discussed.

7. See steps 1 and 2 at the beginning of this document for steps to access the new inbox item.
8. Once you have your performance evaluation open you can review it including the comments from your Manager. To acknowledge and complete your performance evaluation, click on the **Status** field with the red required asterisk and choose *I acknowledge this performance review was discussed*.

Note: Use the **Comment** field for any additional notes.



9. Select **Submit** to complete your Performance Evaluation.
10. In order to download a PDF or print a completed **Annual Performance Evaluation**, navigate to the **Performance** worklet on your Workday home page > View 'Reviews' > 'Create New PDF'. This will generate a PDF that can be downloaded and/or printed.
 - a. The PDF will be saved to your 'My Reports' which you can view anytime by selecting your picture (or the cloud) in the upper right-hand corner of your Workday screen.

