

Annual Performance Evaluation: No Self-Evaluation

Revised
3/31/2021

1. Your Manager or Zone/Shift Supervisor will complete an Annual Performance Evaluation within Workday and schedule an in-person* meeting with you for review.
 - a. ***In-Person:** refers to multiple modes of communication that allow a manager to directly speak with their staff regarding their performance evaluation. This includes using Zoom video conference, telephone calls, and only if comfortable, face-to-face meetings.

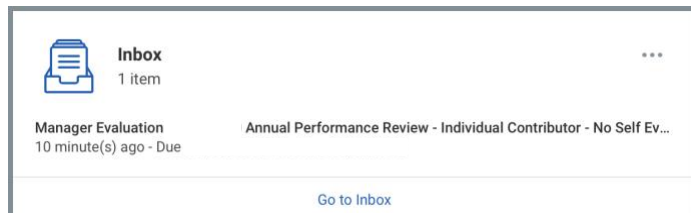
Note: If conducting face-to-face meetings, it is important to follow COVID protocols.

ACKNOWLEDGING YOUR REVIEW

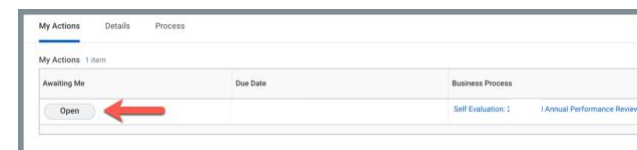
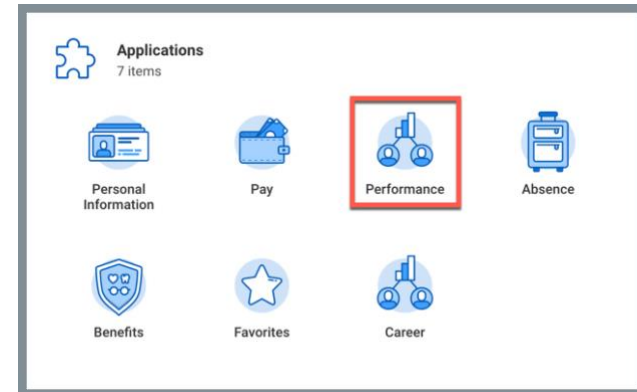
2. After your Manager informs you via email, phone, or in-person that the review was completed you will need to login to Workday and acknowledge your Performance Review via a task waiting in your inbox.

Note: Your acknowledgement does not necessarily indicate agreement with the evaluation, merely that the evaluation was discussed.

3. You can access your inbox task in a few ways:
 - Select the **Manager Evaluation** 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**. Then select **Open**.

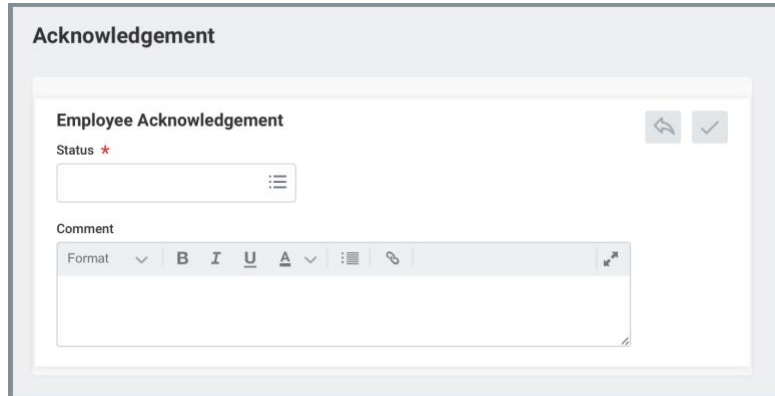


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- Once you have your Performance Evaluation open you can review the comments from your Manager. To acknowledge and complete your evaluation, click in the **Status** field with the red required asterisk and choose *I acknowledge this performance review was discussed*.

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



The screenshot shows the 'Acknowledgement' section of a performance evaluation. It features a sub-section titled 'Employee Acknowledgement' with a 'Status *' dropdown menu. Below this is a 'Comment' field with a rich text editor toolbar containing options for bold, italic, underline, text color, background color, bulleted list, and link. There are also 'Back' and 'Submit' icons in the top right corner of the form area.

- Select **Submit** to complete your Performance Evaluation.

- 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.
 - 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.

