

Overview:

This document outlines an employee’s role within the performance review process. Employees will complete a Self-Evaluation and acknowledge their Performance Review.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- Based on each institution’s performance review process, reviews and approvals will vary. See Employee Acknowledgment of Performance Review section below for differences by institution.

Icons Referred to in This Document



Required Field



Prompt



My Tasks

Employee Self Evaluation for Performance Review

Note: After a Performance Review is initiated, the employee receives a Workday notification to complete the Self Evaluation.

1. In **My Tasks** under **All Items**, select the **Self Evaluation for Performance Review** item.
2. Select **Get Started**.



3. The Complete Self Evaluation page displays with the Competency Evaluation form.
 - Note:** The Competency Evaluation form varies by institution.
4. Depending on what displays for you, select a **Rating**.
5. Depending on what displays for you, enter any **comments** for each question on the self-evaluation.
 - Notes:**
 - Ratings that are above or below standards require justification. Rating justifications should be entered into the comment box.
 - (Optional) Employees can add any additional information related to their performance they would like their manager to know.
6. Move through the tabs that display for the Competency Evaluation form for you on the left blue pane.
 - Note:** Tabs may vary by institution; complete the information on the tabs that display for you.



7. Select the **Goals** tab.
8. Select **Add** to create a new **goal**.

Notes:

- Enter the goal(s) you would like to achieve for the upcoming review cycle.
 - Workday does not have a limit as to how many goals an employee can create. It is highly recommended to discuss these goals with your performance manager to maintain a reasonable number of goals.
9. Review and select **Submit**.

Employee Acknowledgement of Performance Review

Notes:

- BSU, FSU, and SU: A review process and Manager's Evaluation will be initiated once the employee completes their Self Evaluation for Performance Review. Once the review process is completed, the employee will receive a notification to acknowledge their Performance Review.
- UBalt: The employee's Self Evaluation for Performance Review is reviewed by their manager who will then complete the Manager's Evaluation. After this step, the employee will receive a notification to acknowledge their Performance Review.

1. In **My Tasks** under **All Items**, select the **Manager Evaluation** item.
2. Select **Get Started**.
3. The Provide Employee Review Comments page displays.
4. Review the summary provided.
5. Select **Next**.
6. Select the **Prompt** to choose the **Status for Acknowledgement** for the performance review.

Note: Review your institution's handbook or performance review policy regarding acknowledgement for a performance review.

7. (Optional) Provide any additional comments in the **Comment** text box.
8. Select **Submit**.

View Performance Reviews

1. Navigate to your **Worker Profile**.

Note: This is located at the top right of your Workday home screen and may be your profile picture or a person outline.

2. Select the **Performance** tab in the blue pane under your name and job title.
3. Select the **Performance Reviews** tab at the top.

Note: You can view all Performance Reviews, Disciplinary Actions, or Performance Improvement Plans here.

4. Select **View** under any Performance Review to see the performance review in its entirety.