



Performance Evaluation (Employee)

When you receive your performance review, it will go to your Workday Inbox.

Keep in mind that your manager will be able to see all information that you enter on your performance review. Once you and your manager complete your performance review in Workday, your manager is expected to meet with you in person to discuss.

Select the task titled **Self-Evaluation: HMC Performance Evaluation for Staff**. To complete one step a time, select **Go to Guided Editor** on the left. To complete all of the performance review steps on one page, select **Go to Summary Editor** on the right.



Tip: You can stop your self-evaluation at any time and Workday will allow you to continue where you left off.

STEPS

1. The first step of the performance evaluation is to answer several self-evaluation questions. The questions are an important part of the review process. It is a means for you to think about what you do and have done, and it helps your supervisor understand how you view your job responsibilities. Click on the **Edit** icon to provide responses to each of the questions and **Next** when you are finished. To complete one step a time, select **Go to Guided Editor** on the left. To complete all of the performance review steps on one page, select **Go to Summary Editor** on the right.

Question

HMC Performance Evaluation

What do you consider to be your top three to five job responsibilities? (Use your job description as a reference and identify the responsibilities you consider to be the most important ones or the ones that have the biggest impact on your department and/or the College.)

Employee Evaluation

Answer

2. The next step of the performance review is a self-assessment of various performance factors. Click on the **Edit** icon to rate yourself on each competency and provide additional text to support your rating. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.

Competency
Attendance

Category
Behavior

Description
Meets acceptable attendance practices.

Employee Evaluation

Rating
4 - Exceeds Expectations

Strong performance that consistently met and frequently exceeded expectations. All goals, objectives, and targets were achieved above the established standards.

Comment
I am reliable, arrive to work on time on a consistent basis and am rarely absent. I request time off in accordance with department policy and I submit my timecard on-time each pay period.

Tip: The rating scale definitions are at the top of the page.

Tip: You can expand the comment box by clicking on the arrows.

Tip: You can click on the checkmark in each section to move to the next field. Alternatively, you can click outside of the box to exit that field.

3. The next step of the performance review is the goals section. Using your performance review from the last review period, click on the **Add** button, enter goal name, add description, due date, status, rating and use the comments box to provide additional text to support your rating. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down. (Note: these steps may vary based on your goal status.)

Goal ★ 1
Present quarterly updates to senior leadership.

Description 2
Deliver verbal presentations to senior leadership for quarterly update meetings that are clear and concise.

Category 3
HMC Individual Goals

Due Date 4
06/30/2018

Status 5
In Progress

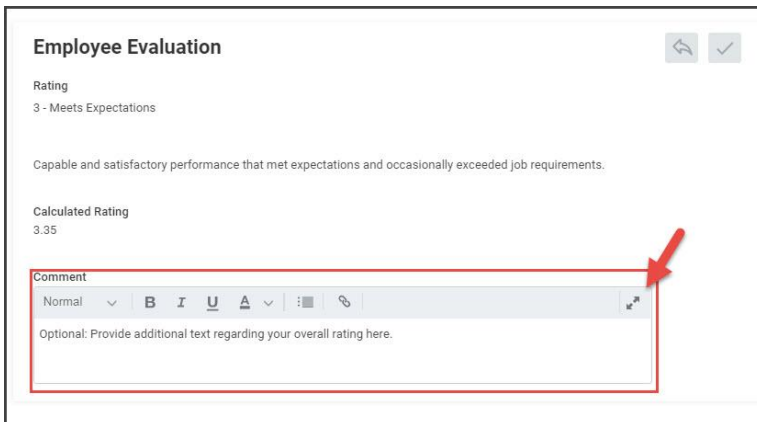
Employee Evaluation

Rating 6
4 - Exceeds Expectations

Strong performance that consistently met and frequently exceeded expectations. All goals, objectives, and targets were achieved above the established standards.

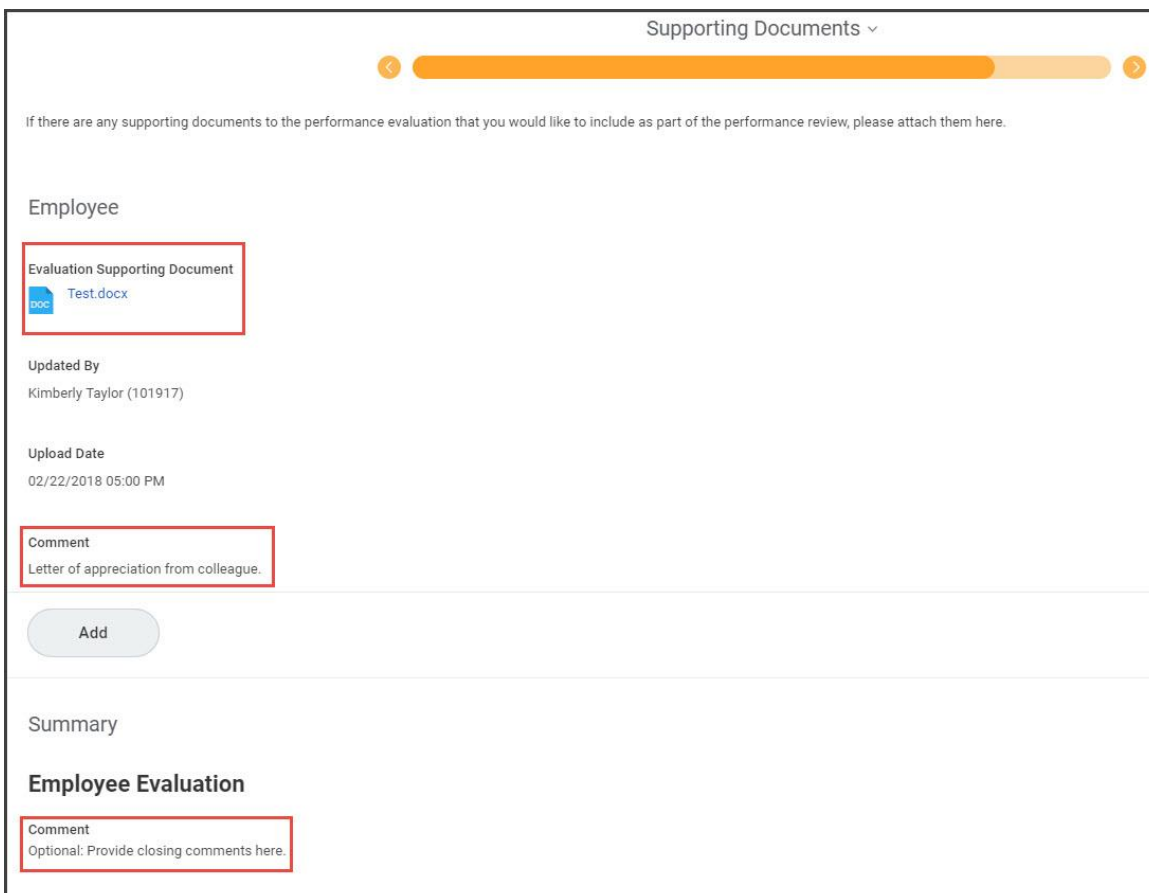
Comment 7
I presented updates for Q1 and Q2 to senior leadership. I received feedback from 5 of 7 senior leadership team members that my presentation was clear and concise as well as informative

4. The next step displays a calculated rating and you may enter a comment. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.



The screenshot shows the 'Employee Evaluation' form in Guided Editor mode. At the top right, there are back and checkmark icons. The 'Rating' is '3 - Meets Expectations'. Below it, a description reads: 'Capable and satisfactory performance that met expectations and occasionally exceeded job requirements.' The 'Calculated Rating' is '3.35'. A red box highlights the 'Comment' section, which includes a rich text editor toolbar with options like Normal, Bold, Italic, Underline, and a text area with the placeholder 'Optional: Provide additional text regarding your overall rating here.' A red arrow points to the right side of the comment box.

5. The next step will allow you to upload supporting documents related to your performance review and you may enter a comment.



The screenshot shows the 'Supporting Documents' section in Summary Editor mode. At the top, there is a 'Supporting Documents' dropdown and a progress bar. Below the progress bar, a message states: 'If there are any supporting documents to the performance evaluation that you would like to include as part of the performance review, please attach them here.' The 'Employee' section shows an 'Evaluation Supporting Document' named 'Test.docx' with a red box around it. Below this, the 'Updated By' is 'Kimberly Taylor (101917)' and the 'Upload Date' is '02/22/2018 05:00 PM'. A red box highlights the 'Comment' section with the text 'Letter of appreciation from colleague.' Below the comment is an 'Add' button. The 'Summary' section at the bottom has a red box around the 'Comment' section with the placeholder 'Optional: Provide closing comments here.'

6. Once you have completed all the sections of the performance review, you will see a final page that displays all of your previous responses. You can use the Edit icon to make changes or corrections. When you are satisfied with your responses, click **Submit**.
7. Your performance review will then route to your manager for their review and comments. Expect your manager to schedule time to discuss your review in person. Once this meeting is completed, you will receive a final step in your Workday Inbox asking you to acknowledge that you have discussed your review with your manager. You can view or print your performance in the Career section of your profile under the Performance Reviews heading.