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.

**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.

<table>
<thead>
<tr>
<th>Question</th>
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<tr>
<td>HMC Performance Evaluation</td>
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<td>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.)</td>
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   | Employee Evaluation |
   | Answer |

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

   ![Employee Evaluation](image)

   **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](image)
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.

![Employee Evaluation Image]

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

![Supporting Documents Image]
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.