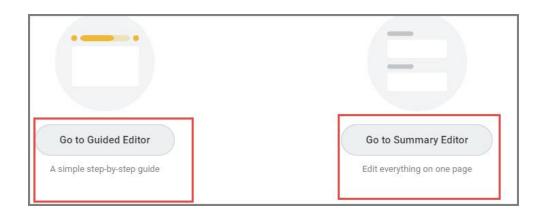


Performance Evaluation (Manager)

When one of your direct reports completes their performance review, it will route to your Workday Inbox to complete your manager review.

While you will be able to see your employee's comments and ratings on their performance review, you will not be able to edit them. Once you complete the performance review in Workday, you are expected to schedule time with your employee to discuss the review in person.

Select the task titled **Manager 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.

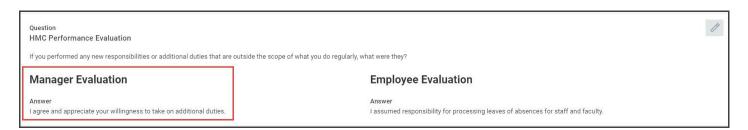


Tip: You can stop the performance evaluation at any time and Workday will allow you to continue where you left off.

STEPS

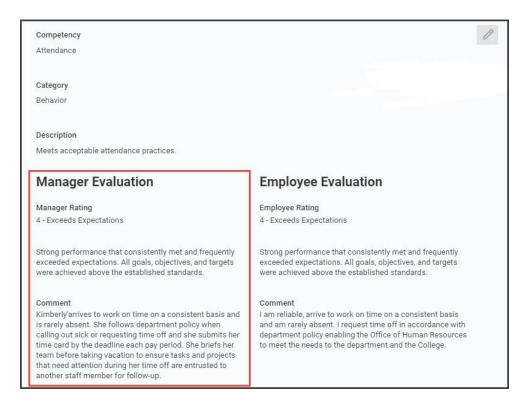
1. The first step of the manager performance evaluation is to review the answers to the employee's self-evaluation questions. The questions are an important part of the review process. It is a means for your employee to think about what they do and have done, and it helps you understand how they view their job responsibilities. Click on the **Edit** icon to provide responses to each of the questions and **Next** when you are finished.

2.



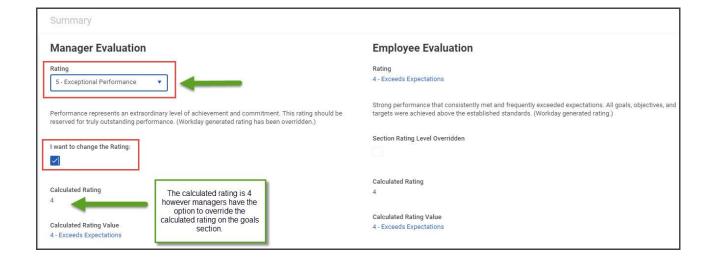
3. The next step of the performance review is the manager assessment of various performance factors. You will see your employee's response to each performance factor on the right. Click on the **Edit** icon to rate your employee on each competency and provide additional text to support your rating. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.

4.

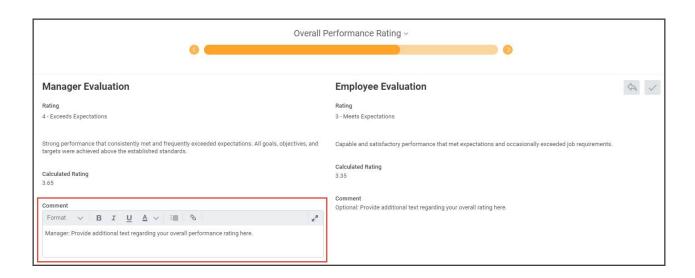


Tip: The definitions for each rating scale are at the top of the page. You can expand the text box by clicking on the two arrows.

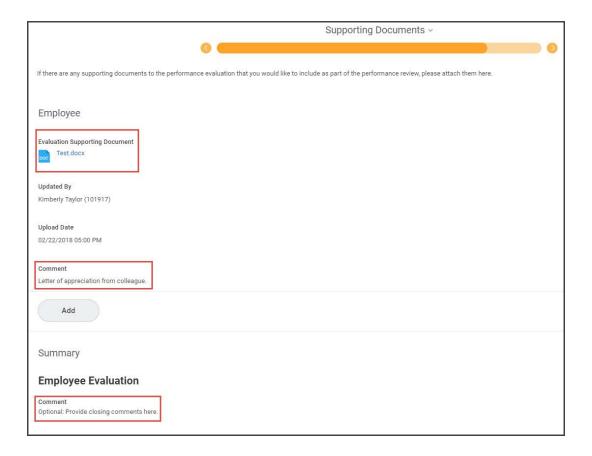
5. The next step of the performance review is the goals section. Review the status of each goal from the previous performance review period, and click on the **Edit** button to rate your employee on each goal and provide additional text to support your rating. Workday will calculate the overall rating however the goals section will allow a manager to override the goals overall rating by clicking **I want to change the rating box**. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.



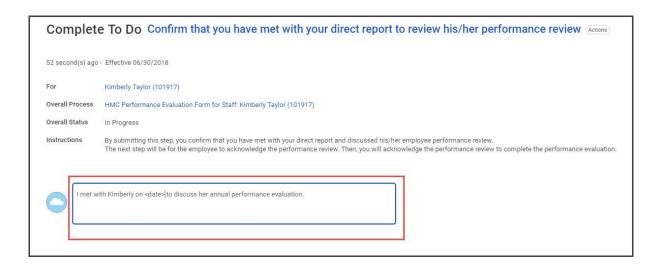
6. The next step of the performance review is the overall performance rating section. Click on the **Edit** button to provide additional text to support your rating. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.



7. The next step will allow managers to view supporting documents uploaded documents by your employee related to their performance review and add comments. Managers can also add supporting documents and a comments. If you are in Guided Editor mode, click Next to move to the next step. If you are in Summary Editor mode, scroll down.



- 8. Once you have completed the performance review, you will see a page that displays all of your previous responses. You can click on the **Edit** icon on any section to change your responses. When you are satisfied with your responses, click **Submit**.
 - a. If you are a manager, the performance review will route to your vice president for review and approval. Once approved, you will receive a **To Do** step in your Workday Inbox asking you to confirm that you have met with your employee in person. Schedule a meeting with your employee and enter the date you met in the comments box. Do not complete this step until after you've met with your employee. The performance review will then route back to the employee to acknowledge their review.
 - b. If you are a Vice President there are no additional approvals required however if you add comments it will result in additional workflow steps.



9. Once your employee acknowledges their performance evaluation, it will route back to you to acknowledge. Your employee's performance evaluation form is now complete. You can view or print your employee's performance in the Career section of the employee's profile under the Performance Reviews heading.

Acknowledgment

Manager Acknowledgment Status * Acknowledge Review Comment Keep up the great work. Entered by Kimberly Taylor (101917) Date 02/22/2018 07:34 PM