# Performance Evaluation - Self-Assessment (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**. 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.
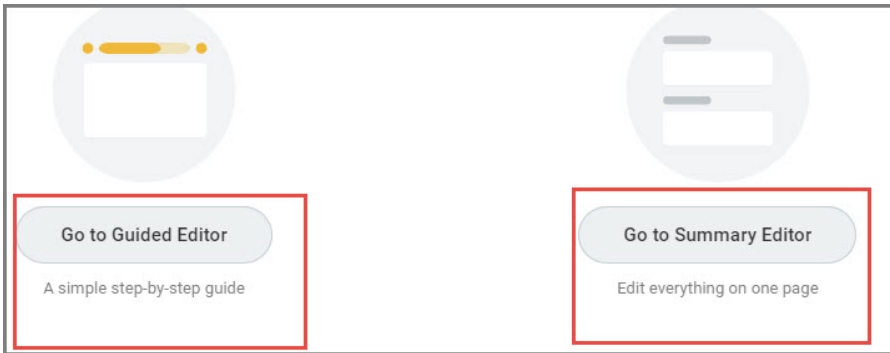
Tip: You can stop your self-evaluation at any time and Workday will allow you to continue where you left off.

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.

2. The next step of the performance review is a self-assessment of various competencies. Click on the **Edit** icon to provide text regarding your performance on the competencies. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.

Competencies

<div style="border:1px solid #000; padding:8px;">

Guide Me

Question
HMC Performance Evaluation

Please enter a narrative that summarizes the staff member's performance of job responsibilities, accomplishments, achievement of applicable goals, and developmental concerns/needs in the context of the following performance factors. The inclusion of specific examples and observations is recommended. Please refer to the Guide to Defining Performance Levels for information about each performance factor.

The following factors apply to staff:

- Quality of Work and/or Productivity
- Flexibility
- Initiate Action
- Dependability and Reliability
- Interpersonal Relations, Collaboration, Teamwork
- Customer Focus
- Technology Skills
- Safety Compliance
- Communication
- Use of Resources

The following factors apply to supervisors:

- Leadership and Development
- Performance Management

Employee Evaluation

Answer

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3. The next step of the self-assessment is the goals section. This section is optional. 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.

Goal *
Present quarterly updates to senior leadership. **1**

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 requires you to enter a self-evaluation rating and an optional 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.

> **Note:** The rating scale definitions are at the top of the page if you are in Guided Editor mode. The rating scale will appear when you click on the rating drop down box in Summary Editor mode.
>
> **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.

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

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.

   a. You can select "Save for Later" to return to the self-assessment at a later time.

   b. You can select the print option at the top right hand of the page to generate a PDF copy.

   c. You can use the Edit icon to make changes or corrections.

   d. When you are satisfied with your responses, click **Submit**.
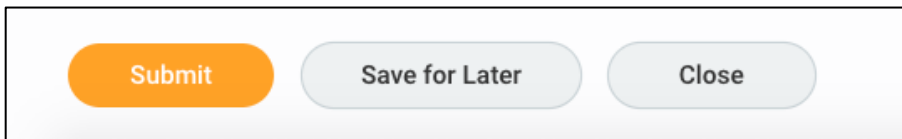
7. Your self-assessment will then route to your manager for their review and comments. Expect your manager to schedule time to discuss your review in person. Once this meeting is completed, you will receive a final step in your Workday Inbox asking you to acknowledge that you have discussed your review with your manager. You can view or print your performance in the Career section of your profile under the Performance Reviews heading.