

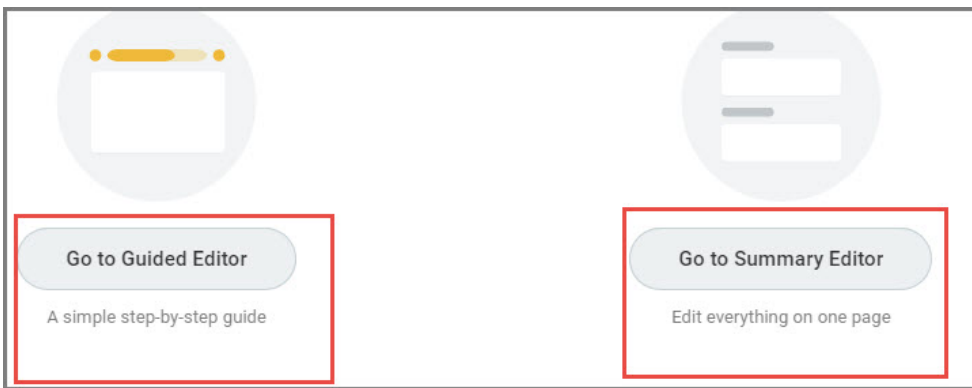


Performance Evaluation (Manager)

When one of your direct reports completes their performance self-assessment, it will route to your Workday Inbox to complete your manager evaluation.

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

Select the task titled **Manager Evaluation: HMC Performance Evaluation Form**. To complete one step a time, select **Go to Guided Editor** on the left. To complete all of the performance evaluation 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 evaluation 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.

Self Evaluation Questions Guide Me

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.)

Manager Evaluation
Answer


Employee Evaluation
Answer

2. The next step of the performance evaluation 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.

Competencies

[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

Manager Evaluation

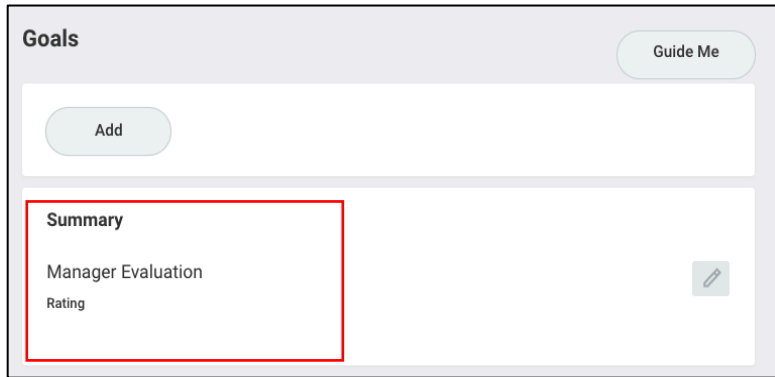
Answer

Employee Evaluation

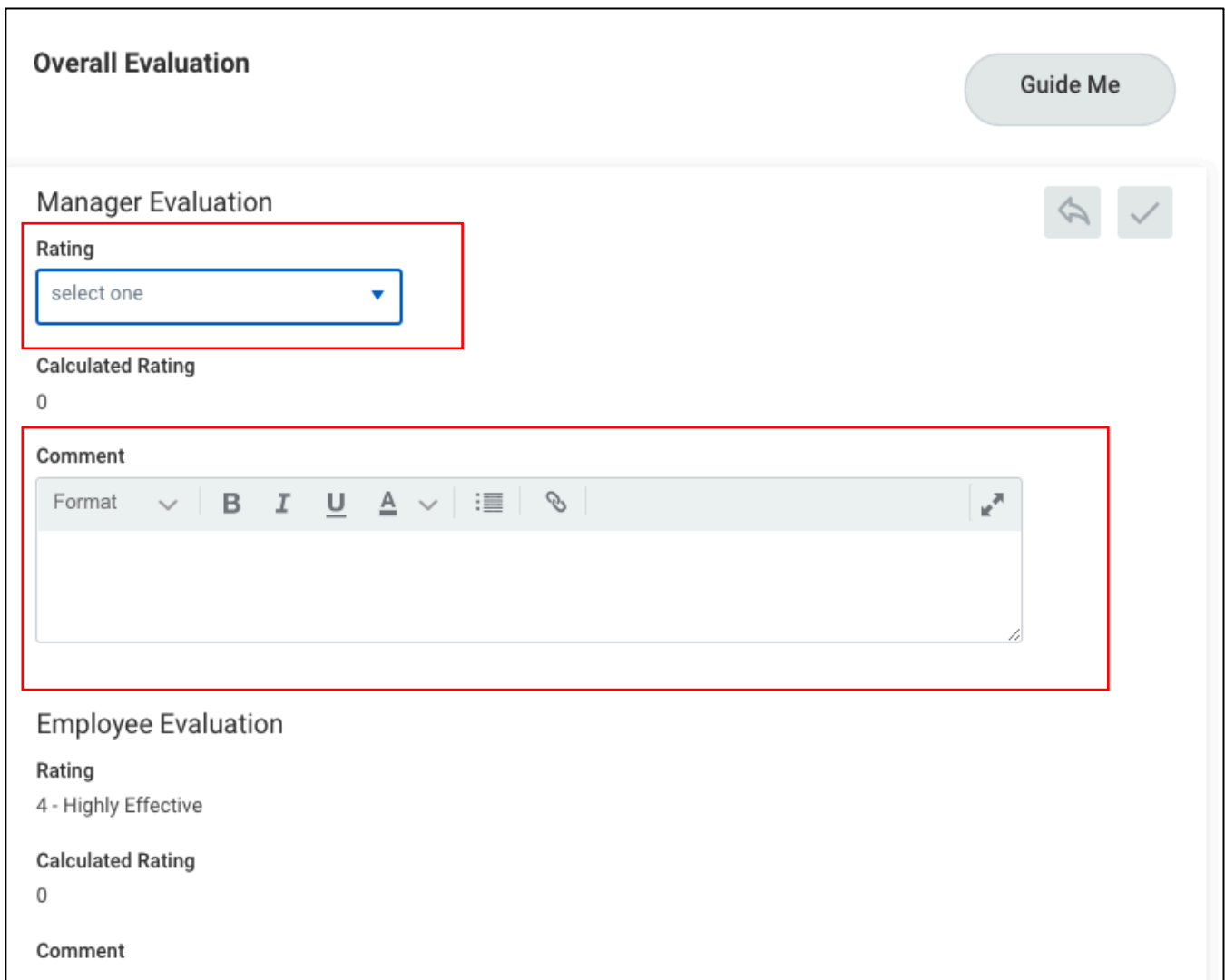
Answer

3. The next step of the performance evaluation is the goals section. Review the status of each goal from the previous performance evaluation period and click on the **Edit** button to rate your employee on each goal and provide additional text to support your rating. **If no goals are entered, you must provide a rating of**

N/A. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.

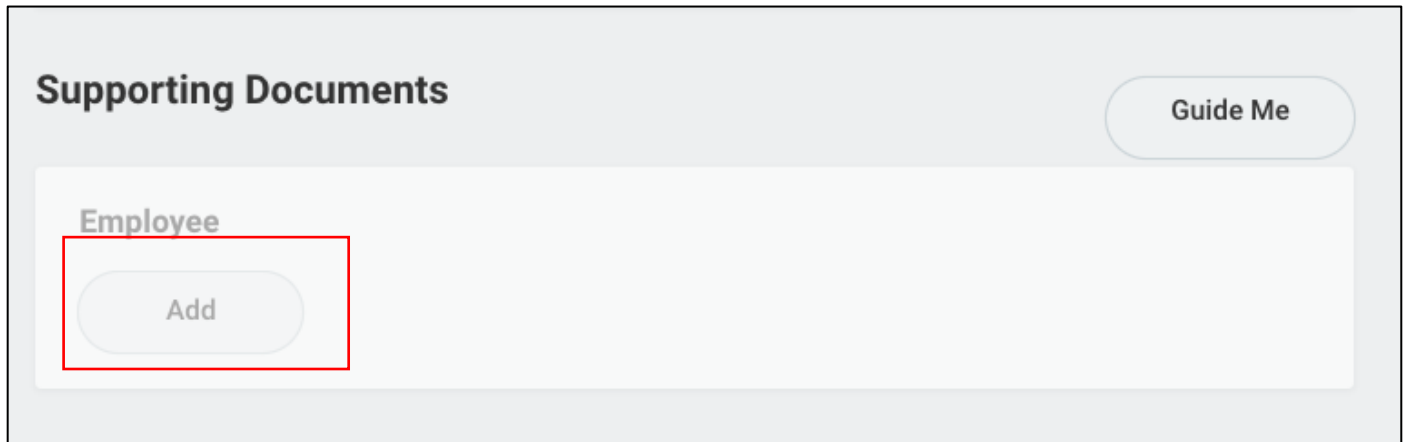


4. The next step of the performance evaluation is the overall performance rating section. Click on the **Edit** button to provide additional text to support your rating. If you are in Guided Editor mode, click **Next** to move to the next step. If you are in Summary Editor mode, scroll down.



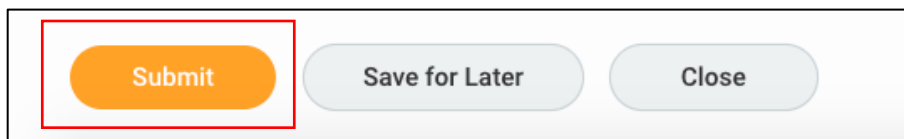
Tip: The definitions for each rating scale are at the top of the page if you are using the Guided Editor mode. Ratings will appear on the drop down if you are using the Summary Editor mode. You can expand the text box by clicking on the two arrows.

5. The next step will allow managers to view supporting documents uploaded documents by your employee related to their performance evaluation and add comments. Managers can also add supporting documents and 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.



6. Once you have completed the performance evaluation, you have the following options:
- A. You can select “Save for Later” to return to the performance evaluation 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. You can “Send Back” to the employee for additional information.


When you are satisfied with your responses, click **Submit**.



You will receive a **To Do** step asking you to confirm that you have met with your employee in person. By submitting the “**Complete To Do**” step, you confirm that you have met with your direct report and discussed his/her employee performance review. **Do not complete this step until after you’ve met with your employee. The performance evaluation will automatically route to the employee’s Workday inbox.**

Overall Status In Progress

Instructions By submitting this step, you confirm that you have met with your direct report and discussed his/her employee performance review. The next step will be for the employee to acknowledge the performance review. Then, you will acknowledge the performance review to complete the performance evaluation.

 enter your comment

Submit Save for Later Close

The next step will be for the employee to acknowledge the performance review. Then, you will acknowledge the performance review to complete the performance evaluation.

- Once your employee acknowledges their performance evaluation, it will route back to you to acknowledge.

Acknowledgement	
<p>Manager Acknowledgement</p> <p>Status *</p> <p>Acknowledge Review</p> <p>Comment</p> <p>Great work!</p>	<p>Employee Acknowledgement</p> <p>Status</p> <p>Acknowledge Review</p> <p>Comment</p> <p>Thank you.</p>

- Your employee's performance evaluation form is now complete and you do not need to submit anything further to Human Resources. You can view or print your employee's performance in the **Career section** of the employee's profile **under the Performance Reviews heading**.