Performance Evaluation - Dining Services/F&M (Manager)

The performance evaluation for all non-exempt (hourly) employees in Dining Services and F&M will be initiated as a task in the Supervisors Workday Inbox to complete.

The expectation is that each employee will complete a self-assessment by one of two approaches:

1. Supervisor meets with employee and verbally discusses the employee’s self-assessment. The supervisor will then incorporate that verbal feedback into the performance evaluation.
2. The employee may write out their self-assessment feedback and the supervisor will upload the document in Workday as “Supporting Documentation”.

When ready to begin the performance evaluation, select the Workday Inbox task entitled Manager Evaluation: HMC Performance Evaluation Form. To complete one step at 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 evaluate the employee’s performance in several key Competencies. For each competency, click on the Edit icon to provide a manager proficiency rating (required) and a comment (optional).
Once all the Competencies are provided a manager proficiency rating, Workday will automatically calculate the “Summary Manager Evaluation” rating, based upon the collective competency ratings. Click Next when you are finished.

2. The next step of the performance evaluation is the overall performance rating section. Click on the Edit button to provide a rating (required) and provide additional comments to support your rating (optional). 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: Ratings will appear on the drop down. You can expand the text box by clicking on the two arrows.

3. The next step will allow managers to upload supporting documents and comments. If your direct reported completed a written self-assessment, please upload it here. 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: 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.
4. 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.

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

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

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

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 tab.