

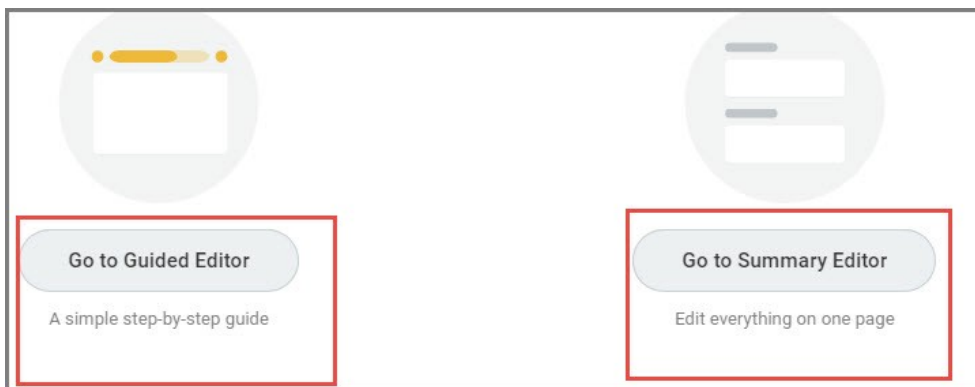


Performance Evaluation (Manager)

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.

Question HMC Performance Evaluation		
Please summarize performance of goals during the past 12 months (or applicable time frame). In what ways do you think you were successful in accomplishing your goals? What are your proposed goals for the coming review period?		
Manager Evaluation	Employee Evaluation	
Answer	Answer	

- 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.

Overall Evaluation ▾



A Performance Improvement Plan (PIP) is required for any overall performance evaluation that is rated as Significant Improvement Required. Please contact Human Resources.

Supervisors should confirm with the area Vice President if department reviews require two-levels of review/approval before the review is delivered to the employee.

Manager Evaluation

Rating

Comment

Employee Evaluation

Rating

4 - Highly Effective


Contributions and high quality of work are widely recognized. The majority of performance outcomes routinely and consistently exceed defined expectations, producing important and impactful results for the department and/or College through planning, execution and creativity. Projects and objectives are completed in a manner that expands the scope and impact of the assignment.

Comment

Tip: Ratings will appear on the drop down. You can expand the text box by clicking on the two arrows.

- 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.

Supporting Documents (Optional) ▾



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.

Manager

Add

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.
 - 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 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.**

Overall Status In Progress

Instructions Instructions for accessing and printing your employee’s performance review:

- Go to your employee’s profile by entering their name in the search bar.
- Click on **Career** from the menu on the left side of the screen.
- Click on the **Performance Review** tab and locate the appropriate performance evaluation.
- Click on **View** to access the performance evaluation.
- Click on the printer icon from the top right corner to print the performance evaluation.

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

5. The next step will be for the employee to receive a Workday Inbox Task to acknowledge the performance review. Once your employee acknowledges their performance evaluation, it will route back to the Manager as a Workday Inbox Task to acknowledge.

Acknowledgement	
Manager Acknowledgement	Employee Acknowledgement
Status *	Status
Acknowledge Review	Acknowledge Review
Comment	Comment
Great work!	Thank you.

Your employee's performance evaluation 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**.