



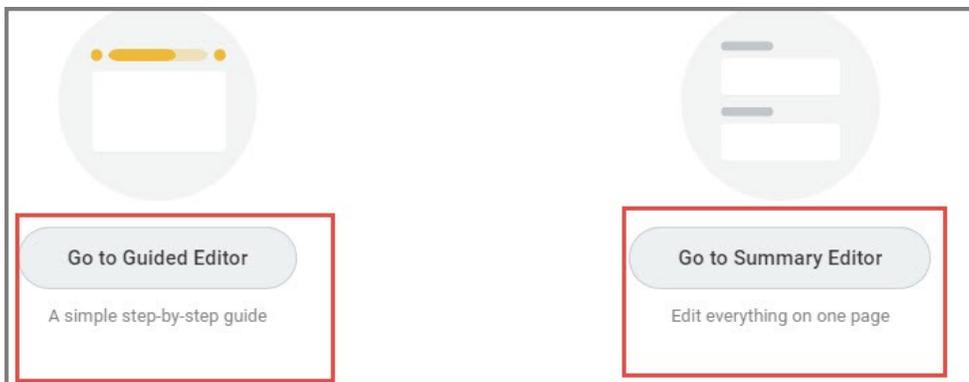
## Performance Evaluation - Dining Services/F&M (Manager)

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 (using a PDF version of the Workday template) 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 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).

Competency

1. Quality of Work and/or Productivity

Category

Behavior

Description

Consider accuracy, thoroughness, effectiveness, efficiency and timeliness. Consider the extent that projects are well conceived, analyzed, and implemented.

**Manager Evaluation**

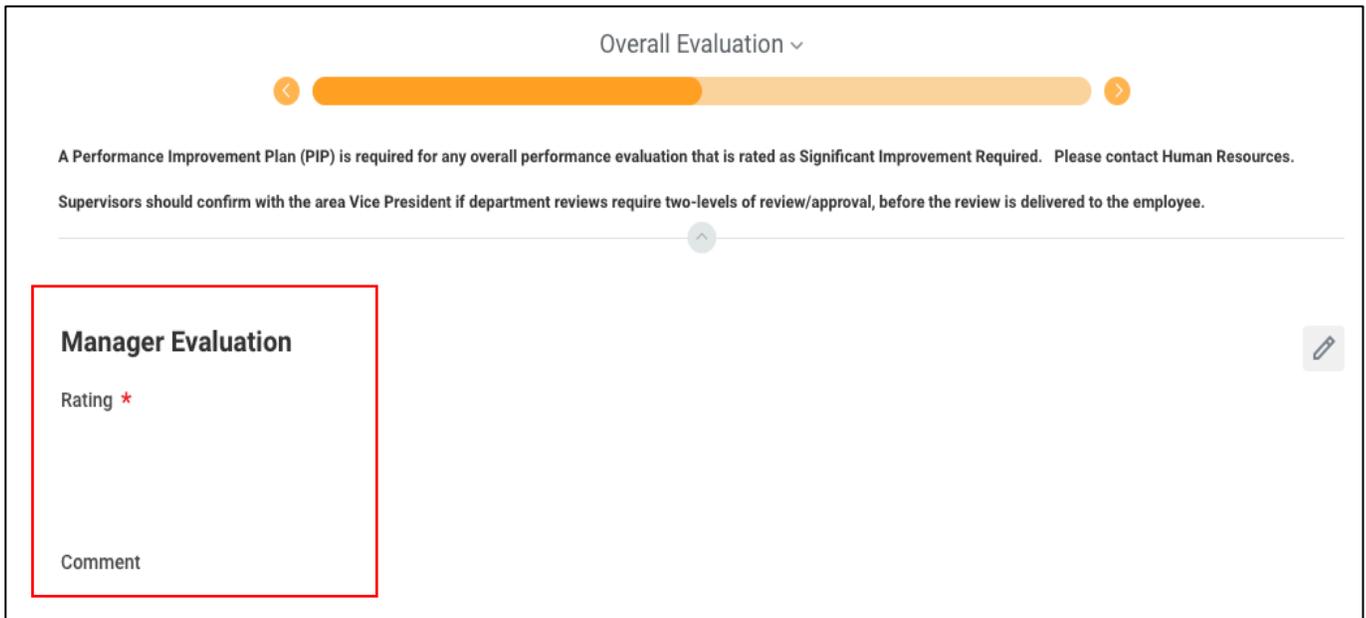
Manager Proficiency Rating

Behavior

Comment

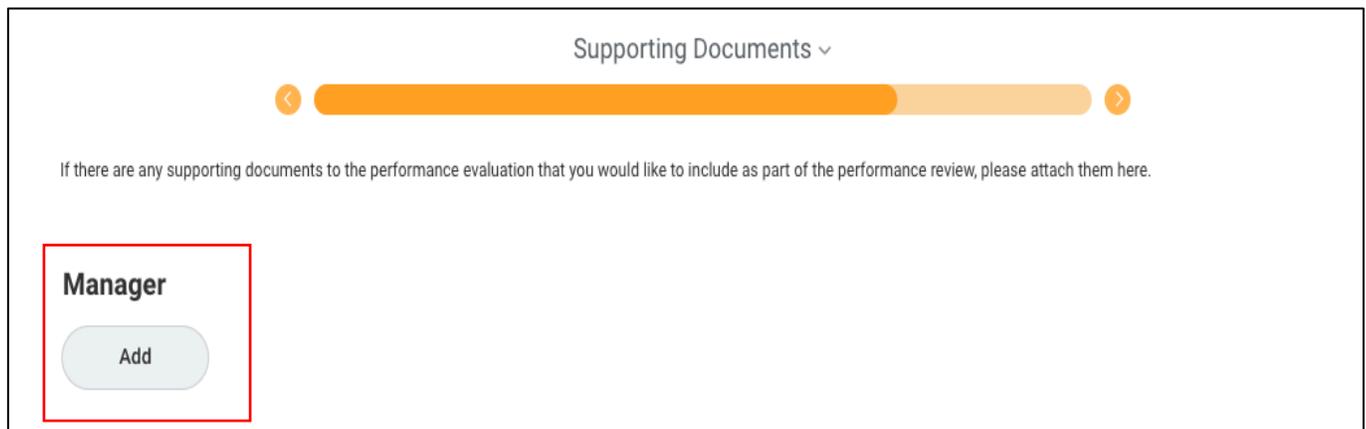
Once all the Competencies are provided a manager proficiency rating, Workday will automatically calculate the “Summary Manager Evaluation” rating, based upon the collective competency ratings. Click **Next** when you are finished.

- 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.



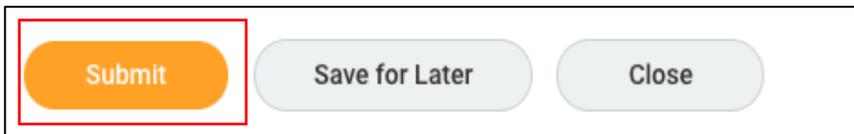
Tip: Ratings will appear on the drop down. You can expand the text box by clicking on the two arrows.

- 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.



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.**

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

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 and submit.

Acknowledgement	
<b>Manager Acknowledgement</b> Status <span style="color: red;">★</span> Acknowledge Review  Comment Great work!	<b>Employee Acknowledgement</b> Status Acknowledge Review  Comment Thank you.

You will receive a message that the process was successfully completed.

**Success! Event submitted**  
**Manager Evaluation: HMC Performance Evaluation Form A (2021 - Dining Services/F&M)**  
35 second(s) ago - Effective 05/01/2021

  
Process Successfully Completed

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**.