



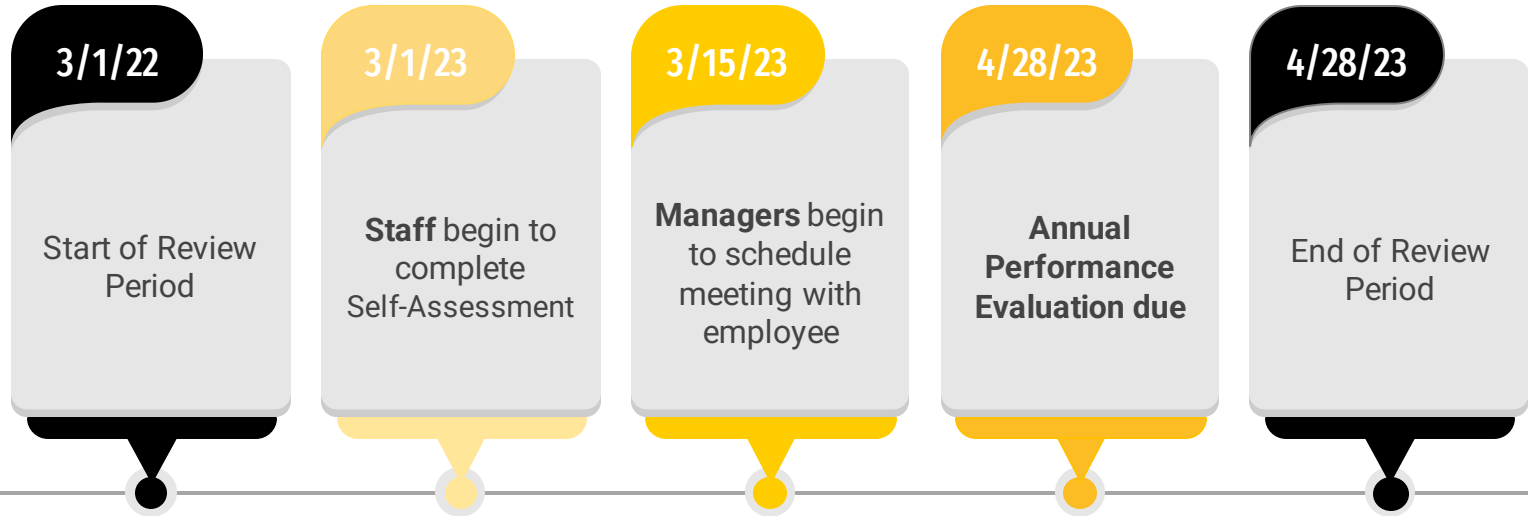
2023 Annual Performance Review Program

Introduction

- ❑ HMC's performance management cycle and processes allow supervisors to set expectations for the year and to discuss each employee's potential contributions toward the achievement of departmental and College goals and objectives.
- ❑ HMC utilizes the Workday Performance Management for all introductory reviews and annual reviews. On March 1, 2023, a Workday Inbox task will be initiated to begin the evaluation process.
- ❑ Evaluation Period: 3/1/2022 – 4/28/2023 (14-months)
- ❑ Eligible employees for Annual Reviews: Regular, Full-time and Part-time employees
- ❑ Excluded employees for Annual Reviews: Student Workers, Temporary Staff, New hires as of 7/1/22 – present, employees in new position or who were promoted as of 7/1/22.



Timeline



3/1/22

Start of Review
Period

3/1/23

Staff begin to
complete
Self-Assessment

Self-Assessment

- ❑ Employee will receive a Workday Inbox task to complete a Self-Evaluation.
- ❑ After Employee completes Self-Evaluation, Manager will be prompted to complete the Manager Evaluation of the Annual Performance Review.
- ❑ The Self-Assessment will be finalized once the employee clicks the orange “Submit” button at the end of the form.

The screenshot displays the Workday Self-Evaluation form interface. The interface includes a navigation menu on the left, a search bar at the top, and a main content area titled "Complete Self Evaluation". The main content area contains the following elements:

- Title:** Self Evaluation: HMC Performance Evaluation Form C (Annual): Haley Deal (900032)
- Review Period:** 03/01/2022 - 04/28/2023
- Text:** The Performance Evaluation form is intended to guide the supervisor and staff member in discussing the nature of the staff member's job and the staff member's job performance during the past review period. The final evaluation and the staff member's self evaluation will become a part of the staff member's employment record. The annual evaluation is one component of performance management, which includes ongoing feedback, coaching, and development.
- Buttons:** "Go to Guided Editor" (A simple step-by-step guide) and "Go to Summary Editor" (Edit everything on one page).
- Process History:** Haley Deal (900032) Complete Self Evaluation for P...
- Bottom Buttons:** "Submit", "Save for Later", and "Close".

A red box highlights the "Submit" button at the bottom right of the form. Another red box highlights the "Inbox" icon in the top right corner of the navigation bar, which has a red notification badge with the number "1".

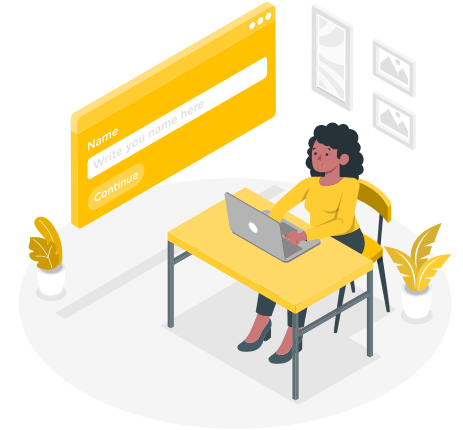
Self-Assessment

3/1/23

Staff begin to
complete
Self-Assessment

Self-Assessment prompts includes:

- Summarize performance of job responsibilities and accomplishments.
- Summarize performance of goals during the past 12 months.
- If you performed any new responsibilities or additional duties that are outside the scope of what you do regularly, what were they?
- What were your greatest contributions to the department and/or College?
- In what areas, if any, would you like to gain more experience, training, or education?



Manager Review

- ❑ Manager will receive a Workday Inbox task to complete the Manager Evaluation after employee has completed their Self-Assessment.
- ❑ The Manager Review will be finalized once the manager clicks the orange “Submit” button at the end of the form.
- ❑ Confirm that you have met with your employee to review their performance review by clicking the “Submit” from the Workday prompt.

3/15/23

Start of Manager Review

The screenshot shows the Workday interface for a 'Complete Manager Evaluation'. The page title is 'Complete Manager Evaluation' and the subject is 'Manager Evaluation: HMC Performance Evaluation Form C (Annual): Haley Deal (900032)'. The review period is '03/01/2022 - 04/28/2023'. The form includes a search bar, a list of items, and a main content area with instructions. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Close'. The 'Submit' button is orange and contains the text 'Submit'.

Manager Review

Manager Evaluation prompts includes:

- Providing comments in response to employee comments from self-evaluation.
- Summarize performance of goals during the past 12 months.
- Did the employee perform any new responsibilities or additional duties that are outside the scope of what they do regularly, what were they?
- What were the employee's contributions to the department and/or College?
- In what areas, if any, would you like the employee to gain more experience, training, or education?

3/15/23

Start of Manager
Review



Review Acknowledgement

- ❑ After Manager has completed the Manager Evaluation, the employee will need to acknowledge the Manager Evaluation. Employee can add comments in this section.
- ❑ After Employee has acknowledged the evaluation, the manager will receive a Workday notification to acknowledge the review.
- ❑ After both acknowledgements have been recorded, the annual review is complete.

4/28/23

Annual
Performance
Evaluation is due

4/28/23

End of Review
Period

The Performance Evaluation form is intended to guide the supervisor and staff member in discussing the nature of the staff member's job and the staff member's job performance during the past review period. The final evaluation and the staff member's self evaluation will become a part of the staff member's employment record. The annual evaluation is one component of performance management, which includes ongoing feedback, coaching, and development.

Acknowledgement

Manager Acknowledgement

Status *

Acknowledge Review

Comment

Entered by

Pamela Gomez (104156)

Date

02/23/2023 12:40 PM

Employee Acknowledgement

Status

Acknowledge Review

Comment

Entered by

Haley Deal (900032)

Date

02/23/2023 12:30 PM



Tips and Tricks



- ❑ If Self-Evaluation has been submitted to manager but employee wants to revise the review, Manager can “Send Back” the evaluation from the manager’s Workday Inbox.
- ❑ If there is supporting documentation that employees and managers want to include in the evaluation, they can be added in the “Supporting Documents” section.
- ❑ Goals can be added and reviewed through the employee’s “Career” worklet in Workday.
- ❑ Best practice: Managers should provide a copy of their Manager evaluation to the employee before or during the meeting.
- ❑ For more detailed information, please visit the [HR website](#).

FAQ's

- ❑ **Do I have to provide comments in all areas?**
Workday will notify user if a required field is empty.

- ❑ **I did not get a Workday notification to complete a self-assessment (annual). Will I receive one?**
For any new hires as of 7/1/22, your introductory review will be used in lieu of an annual review. Check with the HR office if you feel you have a different circumstance.

- ❑ **Can I print out my self-evaluation?**
Yes. Employees can export their self-evaluation as a PDF.

- ❑ **I completed my manager evaluation but my employee cannot see it. What do I do?**
Manager: If you would like to provide a copy of your review before you acknowledge the Workday meeting confirmation, you will need to export your review and email or print the review prior to meeting.

Once the manager has completed the “to-do” task in Workday, direct report can see the manager’s review in Workday.

- ❑ **How do I check the status of my review?**
Navigate to your Workday profile > Select the “Career” worklet > Select the “Performance Review” tab and you can view your status for your current review and the history of your previous reviews.