Annual Evaluation – Employee Self-Evaluation

The first step of the annual evaluation process is for the employee to complete a Self-Evaluation.

1. Log in to Workday
2. Click on your Inbox
4. Complete each section of the evaluation
   a. Results Achieved - Click on the button to enter goals. (Note: These should be the previous goals you set for April 2019 – March 2020).
      i. You must enter the Goal (required), Category, Due Date, Status (required), and Completion Date (if applicable), and any comments regarding the particular goal.
   b. Position Description - Click on “Employee Evaluation” and respond to the question “Does your position description accurately reflect your major responsibilities?” Then, click Next.
   c. Position Indicators - Click on each Competency, selecting a rating from the drop-down menu using the rating guide. Click in the Comments box to provide any comments. Once completed, click Next.
d. **Main Accomplishments** - Click on **Employee Evaluation** and list any other accomplishments achieved during the current review period not already covered in the previous sections. Click **Next**.

List up to three main professional or personal accomplishments achieved by the employee related to the position during the current review period.


e. **Goals for Next Review Period** - you will set a *minimum* of 3 goals for the next rating period (April 2020 – March 2021). *(Note: All Goals must have a status (e.g. Not Started), Category and Due Date).* Click **Next**

5. Once complete, click **SUBMIT** to send to your supervisor for completion. Then click **DONE**.

**Next Steps:**
- Your manager will be setting up a meeting to discuss your performance evaluation,
- After meeting, your evaluation will be released
- See next page for your final step
6. Once you have met with your supervisor, you will receive an inbox item for you to acknowledge that you have received your performance evaluation. Click on **Employee Acknowledgment** and select the status of **Acknowledged** and add any comments.

7. Click **SUBMIT** to complete the process.