


Performance: Annual Performance - Employee Self- Evaluation Employee

This job aid details how to complete an employee self- evaluation in Workday. This is the first step in the annual performance evaluation process.

1. Go to your Workday inbox and select the **Self Evaluation: 2023/2024 Annual Performance Evaluation**


2. Click **Get Started**  and complete each section of the evaluation

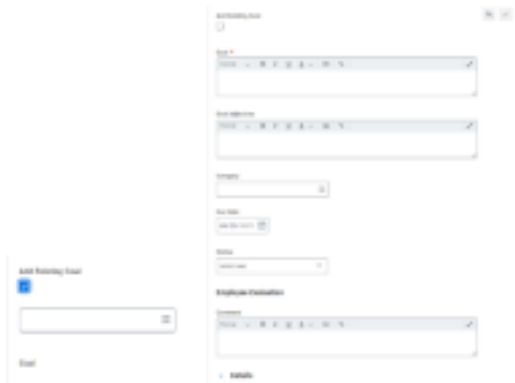
SECTION: RESULTS ACHIEVED

These are the goals for this review period (4/1/2023 - 3/31/2024).

NOTE: All Goals must have the following: Goal, Category, Status and Due Date. For any goals with status “Complete”, they must have a completion date.

3. If you entered goals during the last performance period, your active goals will auto upload.

4. If no goals were previously entered, click on the **Add**  button to add a goal, and fill out the necessary fields.

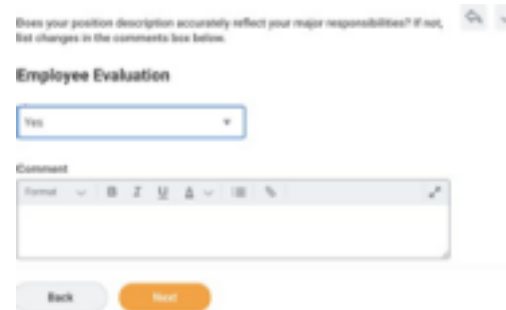


5. When all goals have been updated, click **Next** 

SECTION: POSITION DESCRIPTION


6. Using the drop-down, respond to the question, “Does your position description accurately reflect your major responsibilities?” and provide comments in the comment box below.

7. Click the **Next**  button to continue to the next section.



SECTION: PERFORMANCE INDICATORS

8. For each Competency listed, select a rating from the drop-down menu. Use the comment box to provide examples to support the rating.

9. Once ALL Competencies have been rated (6 for staff and 8 for managers), click **Next**  to continue to the next section.

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SECTION: MAIN ACCOMPLISHMENTS


10. List work-related accomplishments achieved during the current review period. Use this section to also list any areas of struggle and follow-up by setting goals in next section.



11. Click **Next**  to continue to the next section.

SECTION: GOALS FOR THE NEXT REVIEW PERIOD

A minimum of 3 goals is required for the next rating period (April 2024 - March 2025)

12. Click the **Add**  button to add a new goal. All Goals must have the following: Goal, Goal Objective, Category, Status and Due Date.


13. Once you have added your goals, click **Next** .

SECTION: SUPPORTING DOCUMENTS

Note: If there are none, just click the Next button to continue to the next section.

14. If you would like to upload any supporting documents, Click **Select**

Files  or drag and drop them.

15. Then, you are going to click the **Upload**  button to upload the file.

16. Repeat the first two steps to attach any additional documents.

17. When you have finished, click **Next** .


SECTION: SUMMARY REVIEW

18. Prior to submission to your supervisor, you can review and edit any information in your self-evaluation.

19. Once you are done reviewing, go ahead and click on

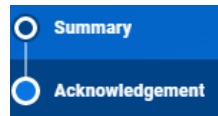
Submit  to send it to your supervisor

NEXT STEPS:

20. When you click **Submit** , your self-evaluation will be sent to your immediate supervisor and their manager for completion/approval

21. Once it is reviewed, your supervisor will be setting up a meeting with you to discuss your performance evaluation.
- After the meeting, you will receive a Workday inbox item to acknowledge that you have received your performance evaluation

22. Click on Acknowledgement on the left panel.




- Then, select the status “Acknowledged”, add any

Acknowledgement

Employee



comments,

- and click on **Submit**  to send it to your supervisor for final completion