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.
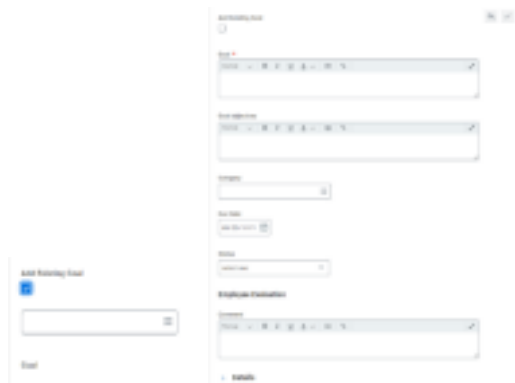
1. Go to your Workday inbox and select the **Self Evaluation: 202x/202x Annual Performance Evaluation**

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

SECTION: RESULTS ACHIEVED

These are the goals for this review period (4/1/202x - 3/31/202x).

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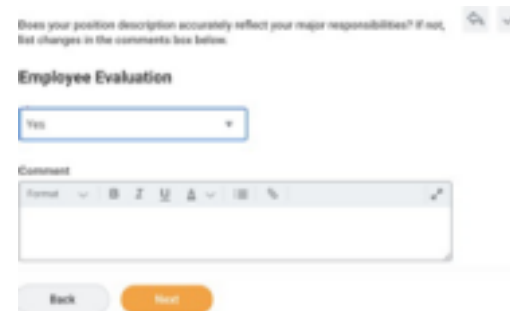
3. If you entered goals during the last performance period, your active goals will auto upload.

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

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

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

comments,

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

3/03/2025