

To Send Back performance evaluations for completion

1. Log into Workday
2. In the Search Box, enter **"My Team's Performance Reviews"** and click to select.

3. You will see a list of Performance Reviews in progress.

Worker	Performance Review	Current Step	Manager Rating	Employee Rating	Period Start Date	Period End Date
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To send back, scroll to the right of the employees' name and click on the **Send Back** button

Send Back

4. In the comment section, enter **"To complete self-evaluation"** and click **OK**

Performance Review Send Back

Please confirm that you want to send back to the beginning of the Self Evaluation.

Performance Review 2020/2021 Annual Performance Evaluation Manager:

Comment * to complete self-eval

5. Repeat steps 2 and 3 for each performance review to send back.
6. Inform employee and provide a completion due date prior to the next step advance date (4/9/2021)