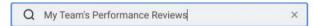
Sending Back Performance Evaluations for Completion

- 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.



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



- **5.** Repeat steps 2 and 3 for each performance review that needs to be sent back.
- 6. Be sure to inform the employee when you send back the evaluation as the Inbox will not show the reason. Additionally, make sure to provide a completion due date prior to the next step advance date.

