

Performance: Send Back Performance Evaluations

Manager

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.

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.

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	2021/2022 Annual Performance Evaluation - Manager
Comment	<input type="text" value=""/>

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.