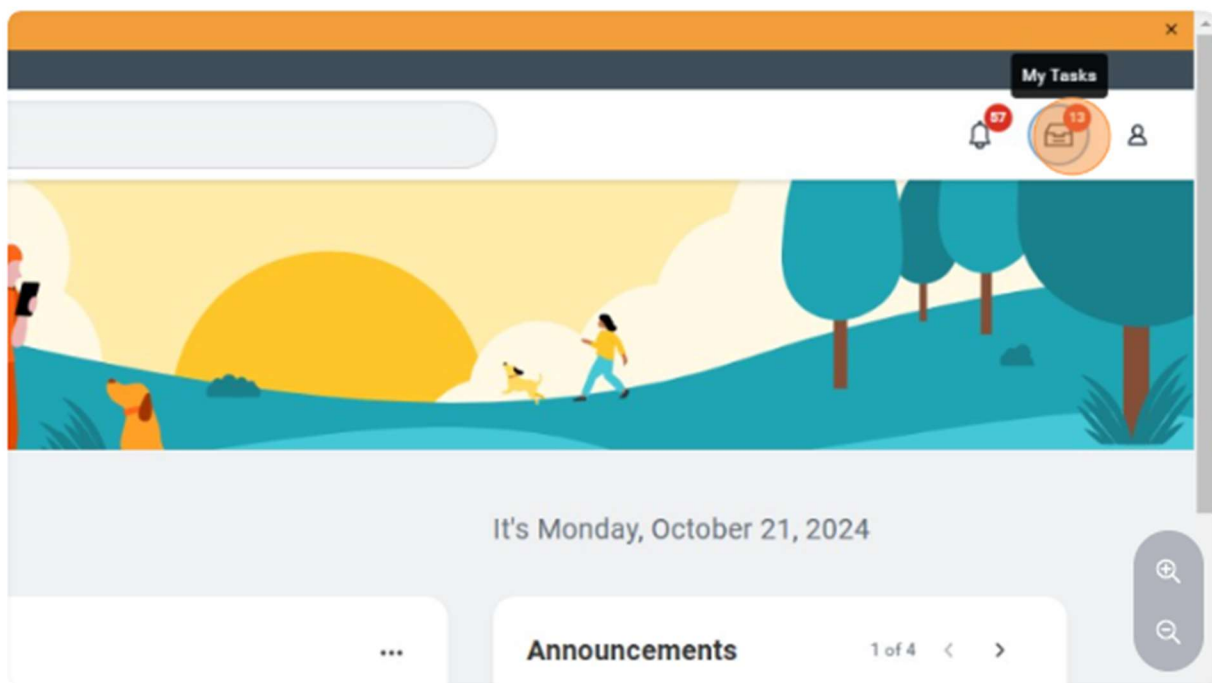# How To Approve a Performance Review in Workday

Stephanie Tschohl | 9 steps | 55 seconds

Workday

1 Navigate to your Workday Homepage.

2 Click on your inbox.

My Tasks

It's Monday, October 21, 2024

··· **Announcements** 1 of 4 ‹ ›

3 Click on the "Manager Evaluation: Salaried Performance Review - Operations: [Name]" task to open it.

All Items		13 items

Search: All Items

⇅

Advanced Search

Manager Evaluation: Salaried Performance Review - Operations: 10/21/2024 ☆

Effective: 12/31/2024

Manager Evaluation: Salaried Performance Review - Operations: 10/21/2024 ☆

Due: 10/28/2024

Effective: 12/31/2024

☆ ⚙ ⌐   Created: 10/21/2024 |

Review

Manager Evaluation: Salaried Perfo

⋯

Evaluated By   Stephanie Tschohl (025

Review Period   01/01/2024 - 12/31/2(

Please utilize the attached resources as
team members. A few considerations to

- State the facts, use exampl dat
- Use the essential functi he estservices.com if you op
- Consult last year's revie li
- Avoid discriminatory lan r

---

4 Click "Get Started"

Evaluation: Salaried   10/21/2024 ☆
ance Review - Operations:

8/2024

12/31/2024

Evaluation: Salaried   10/21/2024 ☆
ance Review - Operations:

8/2024

12/31/2024

Evaluation: Salaried   10/21/2024 ☆
ance Review - Operations:

8/2024

12/31/2024

Please utilize the attached resources as you are writing your performance revie
team members. A few considerations to keep in mind:

- State the facts, use examples/data as needed
- Use the essential functions of the job description to rate performance – e
  estservices.com if you need a copy of a job description
- Consult last year's review, if applicable, to determine if goals were met/ex
- Avoid discriminatory language or any reference to protected class such a

For more information on writing and delivering effective performance reviews, i
conversations when your team member rejects their review, please view **Tips fo
Performance Reviews** (approx. 30 minutes)

Please contact the Employee Experience Manager or the Senior Director of Hur
sistance, questions, or concerns regarding writing and delivering performance r

Get Started

5 The review will auto open to the "Summary" section. Review all competency ratings and narrative comments as well as overall Job Summary.

6 If you do not approve and need your direct report to make changes, Click "Send Back"

Manager

Calculated Rating   Meets Expectations (Rounded from 3)

Rating   Meets Expectations

Process History

Complete Manager Evaluation for Performance Review– Submitted   Due 10/28/2024

Approval by Manager's Manager– Awaiting Action

Approve   Send Back

---

7 Click the "Reason" field.

sc...

Overall

Manager

Calculated Rati

Rating

mmary

Send Back

To   *   ×   Complete Manager Evaluation for Performance Review

Reason *

Submit   Cancel

8   Type send back notes in the reason section and click submit.

Send Back

To   *   ☒ _____ ___ ☰
            Complete Manager Evaluation
            for Performance Review

Reason *   Send back notes here

(Submit)   (Cancel)

Overall

Manager

Calculated Rati

Rating

Process History

_____ 7)   Due 10/28/2024
Complete Manager Evaluation for Performance Review– Submitted

_____
Approval by Manager's Manager– Awaiting Action

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9   If no changes are needed, click "approve". It will now go to HR for final approval.

Narrative Section

Job Performance Summary

Overall

● Summary

Manager

Calculated Rating   Meets Expectations (Rounded from 3)

Rating   Meets Expectations

Process History

_____   Due 10/28/202
Complete Manager Evaluation for Performance Review– Submitted

_____
Approval by Manager's Manager– Awaiting Action

(Approve)   (Send Back)