



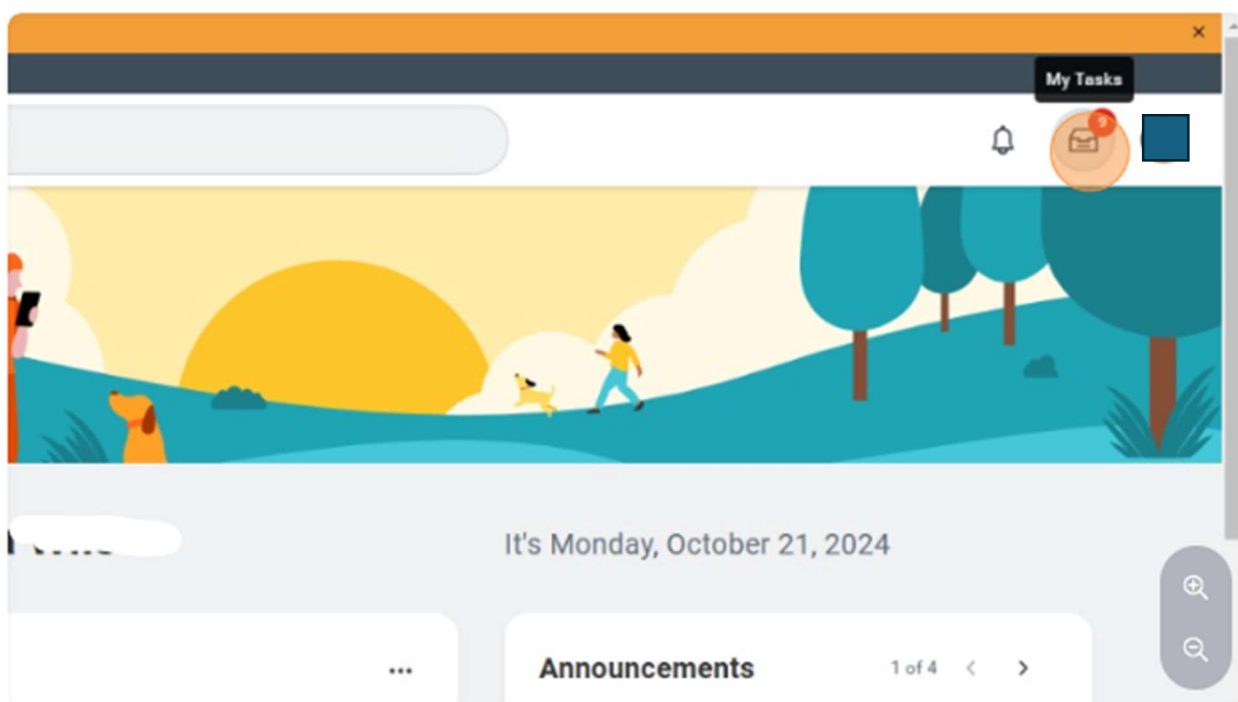
# How To Complete Manager Evaluation in Workday

Stephanie Tschohl | 22 steps | 2 minutes



1 Navigate to your Workday homepage.

2 Click on your inbox



3

You will see a Manager Evaluation task for each of your salaried direct reports.

**My Tasks** | All Items | 9 items

Search: All Items

[Advanced Search](#)

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

Due: 10/28/2024

Effective: 12/31/2024

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

Due: 10/28/2024

Effective: 12/31/2024

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

**Complete Manager Evaluation**

**Manager Evaluation: Salaried Performance Review - Operations:**

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

Please utilize the [attached resources](#) to complete the evaluation. A few considerations:

- State the facts, use examples
- Use the essential functions of the position
- Consult last year's review, if you have one
- Avoid discriminatory language

For more information on how to write effective performance reviews, see the [Effective Performance Reviews](#) document.

4

Click "Manager Evaluation: Salaried Performance Review - Operations: [Name]" to open the evaluation for that individual.

**My Tasks** | All Items | 9 items

Search: All Items

[Advanced Search](#)

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

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**Complete Manager Evaluation**

**Manager Evaluation: Salaried Performance Review - Operations:**

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

Please utilize the [attached resources](#) to complete the evaluation. A few considerations:

- State the facts
- Use the essential functions of the position
- Consult last year's review, if you have one

For more information on how to write effective performance reviews, see the [Effective Performance Reviews](#) document.

5

There are resources linked in the instructions for you to review as needed. When you're ready to complete the evaluation, Click "Get Started"

Evaluation: Salaried  
Review - Operations:

10/21/2024 ☆

24  
1/2024

Evaluation: Salaried  
Review - Operations:

10/21/2024 ☆

24  
1/2024

Evaluation: Salaried  
Review - Operations:

10/21/2024 ☆

24  
1/2024

- State the facts, use examples/data as needed
- Use the essential functions of the job description to rate performance – email [guestservices.com](mailto:guestservices.com) if you need a copy of a job description
- Consult last year's review, if applicable, to determine if goals were met/exceeded
- Avoid discriminatory language or any reference to protected class such as age, etc.

For more information on writing and delivering effective performance reviews, include conversations when your team member rejects their review, please view [Tips for Effective Performance Reviews](#) (approx. 30 minutes)

Please contact the Employee Experience Manager or the Senior Director of Human Resources for assistance, questions, or concerns regarding writing and delivering performance reviews.

Get Started

6

The first section is the competencies section. Click the "Rating" field for each competency.

Search

Autosave is enabled for this task, progress will save every 90 seconds.

## Competencies

8 Items

Competency	Description	Manager Evaluation
Attendance	Measures attendance and punctuality. Reports to work as scheduled and follows call-in and approval procedures for time off. Requests and uses leave appropriately.	Rating ★ <input type="text"/> Comment <input type="text"/>
Client Relations	Communicates effectively with the client and is proactive in anticipating the needs or requirements of the client. Able to solve issues without having to "go up a level" in the process.	Rating ★ <input type="text"/> Comment <input type="text"/>

- 7 Click the radio button for the appropriate rating.

Description	Manager Evaluation
Measures attendance and punctuality. Reports to work as scheduled and follows call-in and approval procedures for time off. Requests and uses leave appropriately.	<p>Rating ★</p> <div><input type="radio"/> Outstanding</div> <div><input type="radio"/> Exceeds Expectations</div> <div><input checked="" type="radio"/> Meets Expectations</div> <div><input type="radio"/> Needs Improvement</div> <div><input type="radio"/> Unsatisfactory</div>
Communicates effectively with the client and is proactive in anticipating the needs or requirements of the client. Able to solve issues without having to "go up a level" in the process.	<p>Rating ★</p> <div></div> <p>Comment</p> <div></div>

- 8 You can make comments in this section, but they are not required.

Description	Manager Evaluation
Measures attendance and punctuality. Reports to work as scheduled and follows call-in and approval procedures for time off. Requests and uses leave appropriately.	<p>Rating ★</p> <div>× Meets Expectations</div> <p>Comment</p> <div></div> <div>Format Text</div>
Communicates effectively with the client and is proactive in anticipating the needs or requirements of the client. Able to solve issues without having to "go up a level" in the process.	<p>Rating ★</p> <div></div> <p>Comment</p> <div></div>

9

Continue entering ratings under each competency listed. The competencies are the same as previous year reviews.

call-in and approval procedures for time off. Requests and uses leave appropriately.	<div> <div>× Meets Expectations</div> <div> <div>Comment</div> <div>Comments</div> <div>Format Text</div> </div> </div>
Communicates effectively with the client and is proactive in anticipating the needs or requirements of the client. Able to solve issues without having to "go up a level" in the process.	<div> <div>Rating ★</div> <div> <div></div> </div> <div>Comment</div> <div></div> </div>
Expresses ideas and information accurately and clearly in both oral and written form. Communicates effectively with customers, employees, supervisors, corporate support staff, and peers.	<div> <div>Rating ★</div> <div> <div></div> </div> <div>Comment</div> <div></div> </div>

10

Once all competencies have a rating, you will see the calculated rating for the competencies section - this is auto calculated based on the weight given to the ratings selected.

on

ce Summary

mit

Safety

Participates in Safety Meetings and the company's safety and health program. Enforces all safety and health rules, regulations, and procedures. Meets requirements of safety audits, injury reporting, and insures that equipment is used in a safe manner.

Rating ★

× Meets Expectation

Comment

Manager Summary

Calculated Rating

Meets Expectations

11 Click "Next"

<p>ion</p> <p>ice Summary</p> <p>ibmit</p>	<p>Safety</p> <p>Participates in Safety Meetings and the company's safety and health program. Enforces all safety and health rules, regulations, and procedures. Meets requirements of safety audits, injury reporting, and insures that equipment is used in a safe manner.</p>	<p>Rating ★</p> <p>× Meets Expectations</p> <p>Comment</p>
	<p><b>Manager Summary</b></p> <p>Calculated Rating Meets Expectations</p>	

Back

**Next**

Save

Close

12 This is the narrative section; each section is the same as previous years reviews. Click in each comment section to type in relevant comments.

<p>Area Castro (...)</p> <p>2/31/2024</p> <p>ices</p> <p><b>Section</b></p> <p>rmance Summary</p> <p>id Submit</p>	<p><b>Question</b> Goals and Accomplishments:</p> <p>Summarize the significant accomplishments achieved over the review period. relevant events participated in or accomplished, or milestones reached.</p> <p><b>Manager</b></p> <p><b>Answer</b> ★</p> <p>Normal   B I U A  </p> <p></p>
	<p><b>Question</b> Strengths:</p> <p>Areas of strength, specific skills, or attributes demonstrated over this review period. How the employee to achieve the goals or significant accomplishments.</p> <p><b>Manager</b></p>

13 Comments are required in this section

Question **Goals and Accomplishments:**

Summarize the significant accomplishments achieved over the review period. Include goals from last year, a relevant events participated in or accomplished, or milestones reached.

**Manager**

Answer \*

Normal **B** *I* U **A** **☰** **🔗**

Comments are required in this section

Question **Strengths:**

Areas of strength, specific skills, or attributes demonstrated over this review period. How did these strengths allow the employee to achieve the goals or significant accomplishments identified previously?

**Manager**

Answer \*

Format **B** *I* U **A** **☰** **🔗**

14 After each section has comments, Click "Next"

Section

Performance Summary

Submit

Question **Goals for Next Review:**

Identify goals for the next review period. Incorporate into these goals any training the employee to accomplish or acquire.

**Manager**

Answer \*

Normal **B** *I* U **A** **☰** **🔗**

Comments are required in this section

Back

Next

Save

Close



15

In the Job Performance Summary Section, Click the Rating drop down.

Job Performance Summary

Question Job Performance Summary

Manager

Rating \* select one

Answer \* Format B I U A

Summary

16

Select the most appropriate rating.

31/2024

Job Performance Summary

Question Job Performance Summary

Manager

Rating \* Meets Expectations

Answer \* select one

Outstanding

Exceeds Expectations

Meets Expectations

Needs Improvement

Unsatisfactory

Submit



17 Click in the comment section. Comments are required.

Andrea Castro (...)

12/31/2024

ncies

Section

Performance Summary

nd Submit

Question Job Performance Summary

Manager

Rating \* Meets Expectations

Answer \* Normal B I U A

Comments are required in this section

Back Next Save Close

18 Click "Next"

Section

Performance Summary

nd Submit

Answer \*

Comments are required in this section

Back Next Save Close

- 19 The next section is the overall calculated rating. This is auto calculated based on the weight designated to each answer.

Search

**Overall**

**Manager**

Calculated Rating Meets Expectations (Rounded from 3)

Rating Meets Expectations

⊕ ⊖

- 20 Click "Next"

Section

Finance Summary

Submit

⊕ ⊖

Back Next Save Close

- 21 On this final screen before submission, you will be able to review your selections. If you need to go back to correct something, you can click the section name on the left hand side to navigate back to that section.

Complete Manager Evaluation

Manager Evaluation: Salaried Performance Review

01/01/2024 - 12/31/2024

Competencies

Narrative Section

Job Performance Summary

Overall

Review and Submit

Competencies

4 Items

Competency	Description	Manager Evaluation
Financial Management	Accurately forecasts and maintains budgetary projections. Controls operating and capital costs by effectively utilizing staff, materials, and equipment. Monitors expenditures and correlates with financial reporting requirements.	Rating Meets Expectations  Comment
Organization and Compliance	Complies with Corporate Policies and Procedures, including but not limited to the timely completion of reviews, data, and rate changes, time card reporting and payroll. Adheres to priorities, deadlines and is well organized.	Rating Meets Expectations  Comment
Job Knowledge	Demonstrates knowledge and understanding of job duties, equipment, and appropriate work methods. Applies knowledge and skills to produce quality work. Assignments completed thoroughly and accurately while using sound judgment.	Rating Meets Expectations  Comment
Safety	Participates in Safety Meetings and the company's safety and health programs. Enforces all safety and health rules, regulations and procedures. Meets	Rating Meets Expectations

Submit

Save for Later

- 22 Once everything looks good, Click "Submit". The review will now go to the next level for approval.

Narrative Section

Job Performance Summary

Overall

Review and Submit

	complies with financial reporting requirements.
Organization and Compliance	Complies with Corporate Policies and Procedures, including but not limited to the timely completion of reviews and rate changes, time card reporting and payroll. Adheres to priorities, deadlines and is well organized.
Job Knowledge	Demonstrates knowledge and understanding of job duties, equipment, and appropriate work methods. Applies knowledge and skills to produce quality work. Assignments completed thoroughly and accurately while using sound judgment.
Safety	Participates in Safety Meetings and the company's safety and health programs. Enforces all safety and health rules, regulations, and procedures. Meets requirements of safety and health.

Submit

Save for Later