How To Submit Employee Performance Review in Workday & How To Acknowledge a Performance Review in Workday
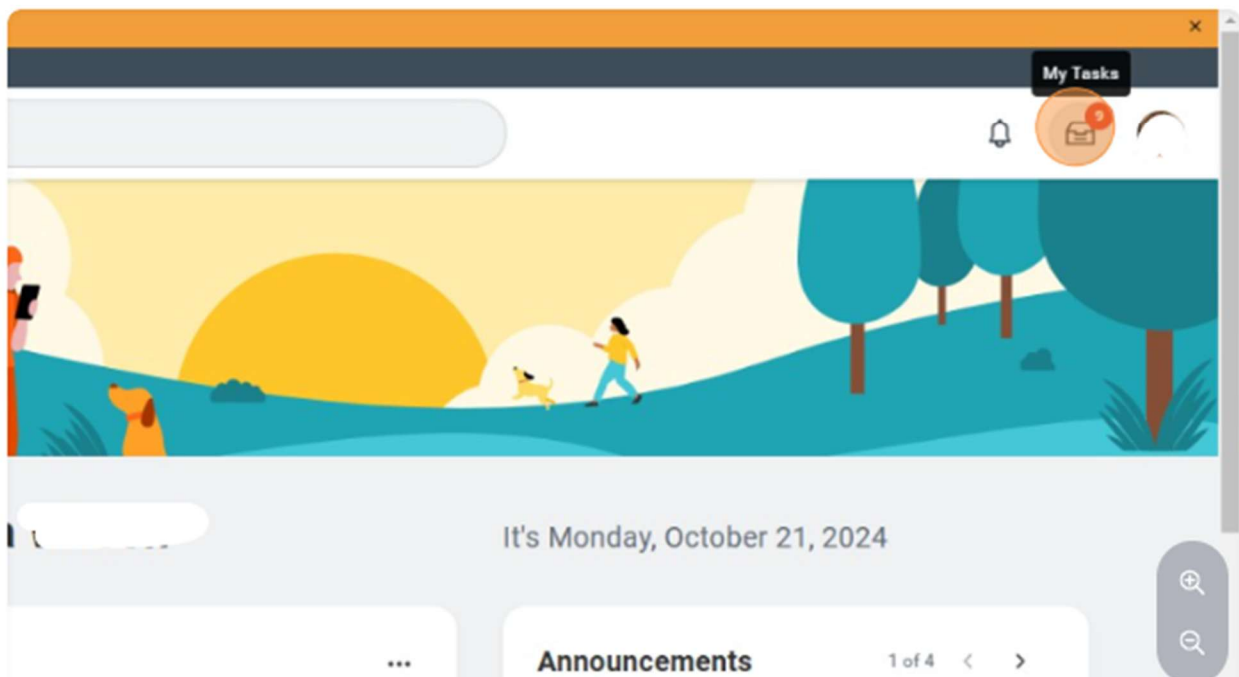
Stephanie Tschohl | 17 steps | 2 minutes

w Workday

1 Navigate to your Workday homepage.

2 Click on your inbox.

It's Monday, October 21, 2024

···   **Announcements**   1 of 4   <   >

3

Click the Salaried or Hourly Performance Review

SERVICES

My Tasks	|←
All Items	
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Filters	∨
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Bulk Approve	

All Items   9 items

🔍 Search: All Items   ↑↓

⚙ **Advanced Search**

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

Effective: 12/31/2024

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

Due: 10/28/2024

Effective: 12/31/2024

☆ ⚙ ⌐ Create

Complete To Do

⊞ 📄

For

Overall Process   Salarie

Overall Status   In Prog

Due Date   11/04/

Instructions   IT

4

This is a HOLD STEP. Do not click Submit until you've delivered the review in person (or via phone or Teams) to your direct report.

⊞ 📄

0/21/2024 ☆

0/21/2024 ☆

0/21/2024 ☆

For

Overall Process   Salaried Performance Review - Operations:

Overall Status   In Progress

Due Date   11/04/2024

Instructions   **WAIT!**

Do not submit this step until you have discussed the review with your employee.

1 item

File Name	Type	File	Created by	Date a Create

5   Click the link under File Name to open a printable PDF to present to your direct report.

File Name	Type	File	Created by
Employee Review Printout - Performance Review - Operations 10_21_2024.pdf	Business Form (PDF)		Rhonda Wils

Due Date   11/04/2024

Instructions   **WAIT!**

Do not submit this step until you have discussed the review wi

1 item

Save for Later

Evaluation: Salaried ce Review - Operations:

/2024

2/31/2024

6   Once you present the performance evaluation to your team member, follow steps 1-4 to navigate back to the HOLD STEP task. Click "Submit".

Do not submit this step until you have discussed the review with your employee.

1 item

File Name	Type	File	Created by	Date a Create
Employee Review Printout - Salaried Performance Review - Operations 10_21_2024.pdf	Business Form (PDF)			10/21 09:39

7   A secondary HOLD STEP will appear in your inbox. Click the task title to open the task. Please note: "SUBMITTING THIS STEP WILL RELEASE THE REVIEW TO THE EMPLOYEE FOR REVIEW"

For

Overall Process	Salaried Performance Review - Operations:
Overall Status	In Progress
Due Date	11/04/2024
Instructions	SUBMITTING THIS STEP WILL RELEASE THE REVIEW TO THE EMPLOYEE FOR REVIEW

1/2024

1/2024

1/2024

8   Once you are ready for your team member to view and acknowledge the review in the system, Click "Submit"

REVIEW

1/2024

1/2024

1/2024

Save for Later   Submit

9 To acknowledge the performance evaluation, your team member will navigate to their Workday homepage and click on their inbox. Please share the following instructions with your team members.
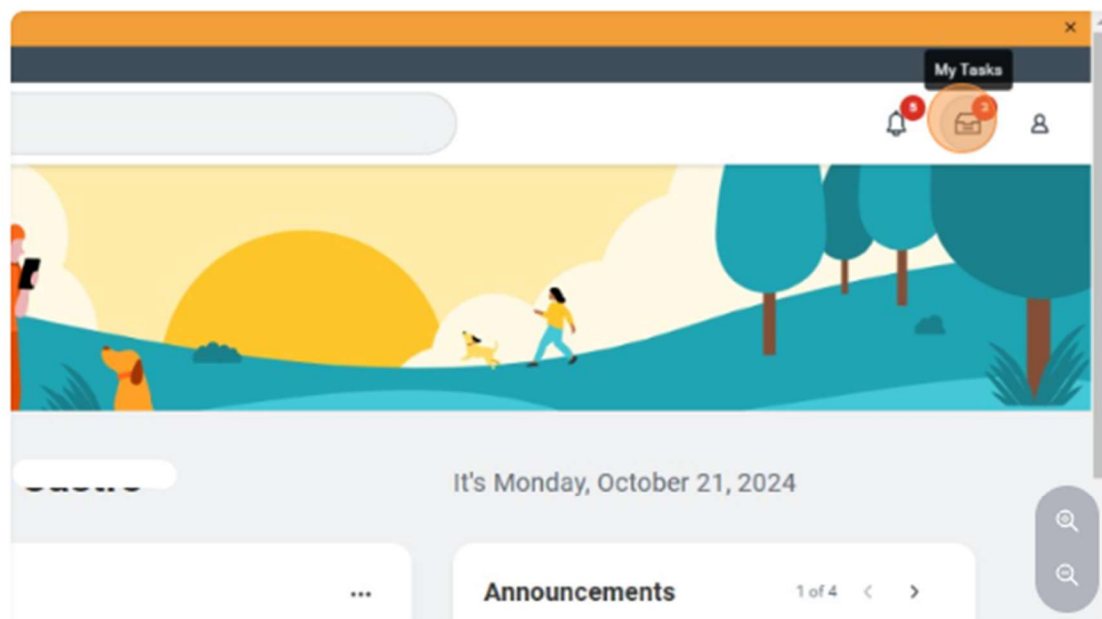
10 Click "Manager Evaluation: Salaried Performance Review - Operations: [name]" to open the task.
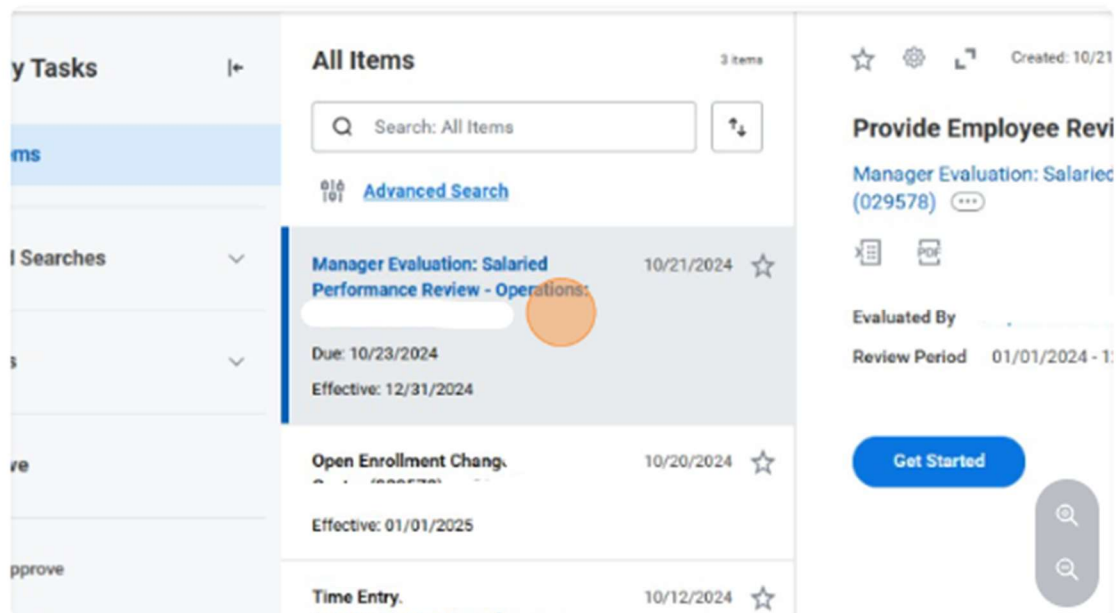
11 Click "Get Started"

12 The system will pull up the performance evaluation summary. Team members can review all sections of the performance review: Competencies, Narrative Section, Summary, etc.

13 Click "Next"

Back   Next   Close

14 Click the "Status" field.

Q Search

yee Review

n: Salari
:w -
: "

1/2024

Acknowledgement

Employee

Status   *

Comment   Format   B I U A   ≔ ⌗

ment   Process History

15 Click the appropriate selection. Acknowledging the performance does not indicate agreement, it simply acknowledges that the evaluation conversation took place. If team members would like an additional HR review, they can select that option.

Acknowledgement

Employee

Status   * | Search   ≡ |

         ○   Acknowledge Review

Comment   ○   Acknowledge Performance Review - HR Review Requested

Process History

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

27 minutes ago
Approval by Manager's Manager– Approved

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16 Team Members may elect to leave comments, but it is not required. All performance evaluations with comments will go to HR.

Acknowledgement

Employee

Status   * | ✕   Acknowledge Review   ≡ |

Comment   Normal   ∨   **B**   *I*   U̲   A ∨   ≔   ⊘

If they type comments into this section, the review will go to HR regardless of the status they selected above.

Process History

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

27 minutes ago
Approval by Manager's Manager– Approved

17 Click "Submit"

Summary

Acknowledgement

Process History

Due 10/28/2024

Complete Manager Evaluation for Performance Review– Submitted

27 minutes ago

Approval by Manager's Manager– Approved

8 minutes ago

Approval by HR Administrator– Approved

8 minutes ago

Report: Employee Review Printout– Step Completed

1 minute ago

To Do: Employee Review Hold Step– Step Completed

1 minute ago

To Do: Second Hold Step - Employee Review– Step Completed

Submit   Save for Later