



Annual Performance Review

Overview

This quick reference guide will cover the entire process for the Annual Performance Review including: Employee Self Evaluation and Manager Evaluation.

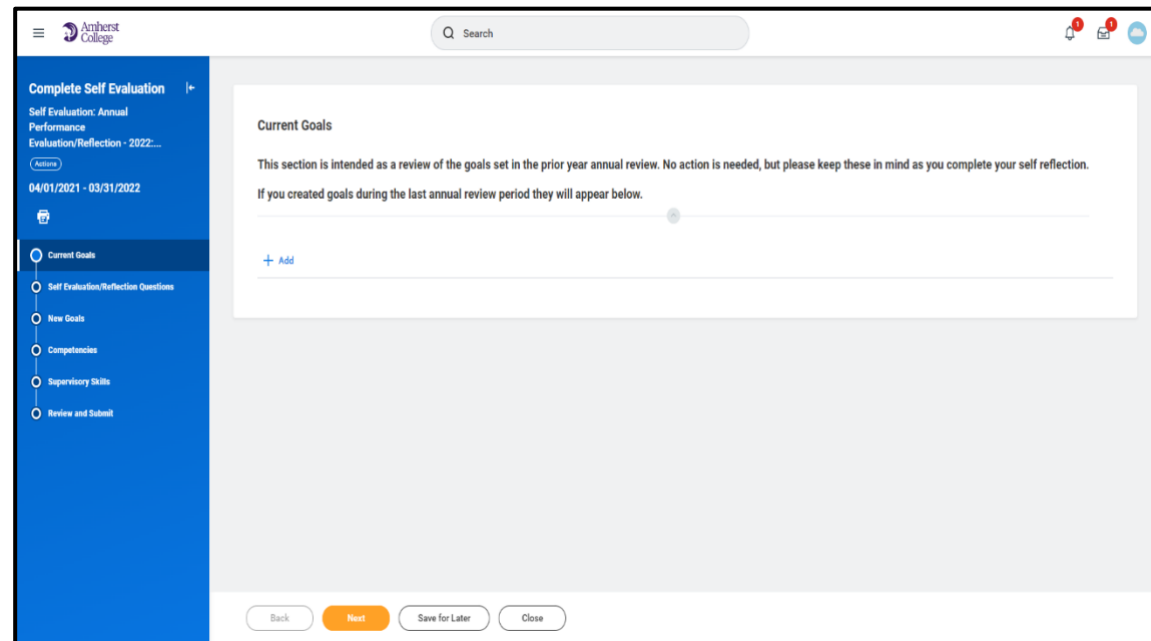
Process Summary

1. **Employee Self Evaluation** – Employee completes initial 5 sections of the evaluation (Current Goals, Self Evaluation/Reflection Questions, New Goals, [Competencies](#), and Supervisory Skills (if applicable)).
2. **Manager Evaluation** – Managers review employee input, add comments/goals and complete the remaining two sections (Overall Rating / Summary Comments and Supporting Documents (if applicable)). Managers then select an overall rating, identify areas of opportunity and attach relevant documentation.
3. **Manager To-Do** – Once Managers submit the Complete Manager Evaluation, Managers receive a To-Do step in Workday to remind them to schedule a meeting with the employee to review their evaluation.
4. **Employee Review Comments and Acknowledgement** - Employees make comments and acknowledge they have received the evaluation.
5. **Manager Review Comments and Acknowledgement** - Managers make comments and acknowledge the evaluation is complete.

Process

EMPLOYEE SELF EVALUATION

1. **Employee Self Evaluation – Current Goals:** Employees receive an inbox item to review their current goals (if applicable). This section is intended as a review of the goals set in the prior year annual review. No action is needed, but please keep these in mind as you complete your self reflection.





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2. Employee Self Evaluation – Self Evaluation/Reflection Questions: The evaluation includes a short series of questions related to their job and the evaluation period. Answer the questions and select “Next” to move to the next section.

3. Employee Self Evaluation – New Goals:

The next section is the New Goals section. Goals should be formulated using the [SMART Goals](#) criteria (Specific, Motivating, Achievable, Relevant, Trackable). Visit the [Human Resources Website](#) to learn more about Smart Goal Setting changes. Select “Add” to create goals and then “Next” to move forward when complete.

4. Employee Self Evaluation – Additional Sections:

The remaining two sections are provided for managers to evaluate employee's performance based on the Staff Core Competencies and Supervisory Skills (if applicable). Employees are not required to complete this section but have the ability to add comments, and will review it with their managers. **If not adding comments, employees should click "Next" to move to the next section.**



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Complete Self Evaluation
Self Evaluation: Annual Performance Evaluation/Reflection - 2022...
04/01/2021 - 03/31/2022

Competencies

This section is provided for managers to evaluate employee's performance based on the Staff Core Competencies, which are outlined [here](#). The behaviors included in each competency are provided as examples, and are intended to facilitate the rating. Employees are not required to complete this section but have the ability to add comments, and will review it with their managers. If not adding comments, it should click "Next" to move to the next section.

Manager: Please record your comments for each competency and select a rating.

Competency	Description	Employee Evaluation
Accountability	Accountability: Holds self and others responsible for results and outcomes. Example behaviors: <ul style="list-style-type: none">• Demonstrates integrity and sound judgment• Manages attendance, time and resources appropriately• Follows through on commitments• Takes responsibility for mistakes	Current
Collaboration	Collaboration: Exchanges ideas and contributes skills that complement those of others within or across departments and divisions. Provide feedback:	Current

Buttons: Back, Next, Save for Later, Close

Complete Self Evaluation
Self Evaluation: Annual Performance Evaluation/Reflection - 2022...
04/01/2021 - 03/31/2022

Current Goals

Self Evaluation/Reflection Questions

Question: In considering your goals from the past year and your general performance, what progress did you make? What are you proud of accomplishing in the past year? What do you feel you do well in your job?

Employee
Answer

Question: Please share any examples of growth and development during the evaluation period. Consider goals you may not have accomplished and why, competency areas you see opportunity for development in, skills that would benefit you in your job, or other areas of opportunity for reaching your full potential.

Employee
Answer

Question: In considering both your areas of strength and growth, as well as the Staff Core Competencies, what are one to three goals you would like to set for the coming evaluation period? Provide a description about the competency area, functional growth, or area specific to job tasks. What do you need to accomplish these?

Buttons: Submit, Save for Later

5. Employee Self Evaluation – Summary:

The Summary section provides employees an opportunity to review input and make any changes prior to submitting for review by their supervisor. **Review the employee sections of the evaluation, make any necessary changes and then select 'Submit'**. The evaluation will then be forwarded to your supervisor for their review and input.

THIS IS THE END OF THE EMPLOYEE SELF EVALUATION



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MANAGER EVALUATION

1. Manager Evaluation – Employee Self

Evaluation/Goals: Upon submittal by the employee the evaluation is sent to the Manager for their review and input. Supervisors should review the Questions and Goals section already filled out by the employee and add responses and/or goals. **Select “Next” at the bottom of each page to move to the next section.**

Question
What did you accomplish during this evaluation period? What do you think you did best? What are you most proud of? (Tip: Think about ways in which you have completed your daily tasks, special projects you worked on, additional contributions you have made, etc.)

Manager Evaluation

Answer

Employee Evaluation

Answer
While I have accomplished much this year, I am most proud of the growth of the training logistics content and curriculum that our team has created.

Goal *
Create Mentor Program within the department to facilitate internal growth and cross training opportunities.

Description
This program pairs new department members with seasoned veterans to steward their entry into the department and facilitate knowledge transfer.

Status
Completed

Completed On
01/01/2021

Add

2. Manager Evaluation – Competencies:

After reviewing the questions and goals sections, Managers rate employees on the Staff Core Competencies.

Select a rating for each Competency and record your comments.

Competency
Quality of Work/Work Organization

Description
- Demonstrates accuracy, resourcefulness and attention to detail
- Produces desired end results
- Understands and adheres to proper procedures
- Able to accomplish work assignments in an orderly manner

Manager Evaluation

Manager Rating *
Highly Effective

The employee has assumed responsibilities and performed at a level consistently above the requirements of the position. This level recognizes highly accomplished performance and significant contributions to the department and the College. The employee's overall job performance and results exceed the objectives, requirements and expectations for the position.

Comment
Brandon's quality of work always rises above the level I would expect for this position.

Examples are required for factors rated as Exceptional or Does Not Meet. When complete, select “Next” to move to the next section.

3. Manager Evaluation – Supervisory Skills:

This section is for managers to evaluate employees who have supervisory responsibilities and/or manage others. *This normally does not include supervising casuals and students; however, managers may complete this section for employees who supervise casuals and students if they like.* **Select a rating for the competency and record your comments.** **Examples are required for factors rated as Exceptional or Does Not Meet.**

When complete, select “Next” to move to the next section.



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4. Manager Evaluation – Overall Rating: This section is for the manager to provide an overall rating of the employee. **Select the rating that best summarises the employee's performance and provide comments related to employee strengths, performance and special achievements.**

Examples are required for factors rated as Exceptional or Does Not Meet.

When complete, select “Next” to move to the next section.

Manager Evaluation

Rating *

Highly Effective

The employee has assumed responsibilities and performed at a level consistently above the requirements of the position. This level recognizes highly accomplished performance and significant contributions to the department and the College. The employee's overall job performance and results exceed the objectives, requirements and expectations for the position.

Comment

Normal B I U A

Brandon's work is exemplary and rarely needs correction. Brandon serves as an example to the department of how to efficiently and pleasantly accomplish our mission on a daily basis.

5. Manager Evaluation – Supporting Documents: This section allows employees and managers to attach any documentation they would like included with this review. **Select “Add” to upload relevant documents.** Additional documentation is optional. **When complete, select “Next” to move to the next section.**

6. Manager Evaluation – Summary: The Summary section provides Managers an opportunity to review input and make any changes prior to submitting. **Review the evaluation, make any necessary changes and then select ‘Submit’.**

MANAGER TO-DO

Manager To-Do: Managers receive a To-Do in their Inbox to remind them to schedule a meeting with the employee to review the evaluation. **Schedule Meetings with employees to review the evaluation and then select “Submit” to clear the To-Do.**

IMPORTANT NOTE: Selecting “Submit” will make the evaluation visible to the employee. **Managers should not select “Submit: until they are ready for employees to view their evaluation.**

EMPLOYEE REVIEW AND ACKNOWLEDGEMENT

Employee Review Comments and Acknowledge Receipt - Employees can enter comments and **MUST** acknowledge they have received the evaluation. Acknowledgement does not imply agreement. **Employees select Acknowledge, make relevant comments and then select “Submit”.**



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MANAGER REVIEW AND ACKNOWLEDGEMENT

Manager Review Comments and Acknowledgement

Employee Acknowledgement

Status *

Search

X Acknowledge

Comment

Format B I U A

Managers can enter comments and MUST acknowledge the evaluation is complete.

Managers select Acknowledge, make relevant comments and then select "Submit" to complete the review. The review will now be available on the employees profile under Performance.

Manager Acknowledgement

Status *

X Acknowledge

Comment

Format B I U A

Employee Acknowledgement

Status

Acknowledge

Comment

Entered by

Brandon Smith

Date

03/31/2021 06:25 PM