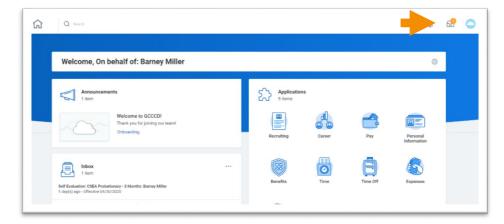


ACCESS THE SELF-ASSESSMENT - EMPLOYEE

- Navigate to your Workday inbox.
 - **OR**
- Navigate to your Workday home page.



| Actions (1) Archive | Complete Self Evaluation | ☆ 🖶 🐵 ご |
|--|---|---|
| Viewing All 🗸 Sort By: Newest 🗸 🗸 | Self Evaluation: CSEA Probationary - 3 Months: Barney Miller Actors | |
| | 1 day(s) ago - Effective 04/30/2020 | |
| If Evaluation: CSEA Probationary - 3 Months: arney Miller | | Review Period 04/01/2020 - 04/30/202 |
| day(s) ago - Effective 04/30/2020 | Standard ~ | |
| | | |
| | NOTE FOR EMPLOYEE Completing the notings on the self-assessment is optional. However, the self-assessment must be submitted in order to confinue to process. Whether you comp core to cirk to be summary page and click the submit buttus within two weeks. | lete the ratings or not, please be |
| | NOTE FOR SUPERVISOR: The self-assessment of your employee is optional. As a result, you will receive one of the following three scenarios from the CSEA Employee Self-Assessment: | |
| | Non-completed assessment form. This means the employee has systed out of writing their self-assessment. Purstaily completed form. This means the employee has started their self-assessment, but decided not to complete and has systed out. Completed form. Pises starts the Tomployee's has advantable consideration where you are completing your evaluation of their performance. | |

OPT-OUT OF SELF-ASSESSMENT

- The self-assessment is **optional** for CSEA and CONFIDENTIAL employees.
- Navigate to the "Gear" icon in the upper right hand corner of the self-assessment task, and select "Skip This Task".
 - **OR**
- Navigate to the "Summary" section of the self-assessment and select "Submit".

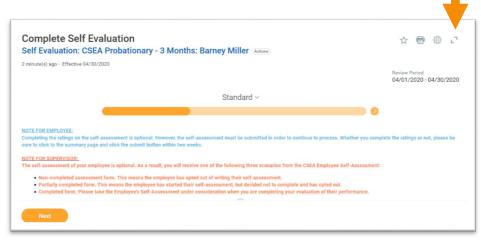
| Complete Self Evaluat | tion bationary - 3 Months: Barney Miller (Actions) | ☆ 🖶 🕸 🖓 |
|---|--|--|
| Sell Evaluation. CSEA Pro | Jationary - 5 Monturs, Darney Miller Actions | Reassion |
| I day(s) ago - Effective 04/30/2020 | | Skip This Task |
| | | 04/I View Details /2020 |
| | Standard ~ | |
| _ | | |
| | | |
| NOTE FOR EMPLOYEE: Completing the ratings on the self-assessm sure to click to the summary page and click | ent is optional. However, the self-assessment must be submitted in order to continue to pr the submit button within two weeks. | rocess. Whether you complete the ratings or not, please be |
| | | |
| | | iniovee Self-Assessment |
| | ptional. As a result, you will receive one of the following three scenarios from the CSEA Em | |
| The self-assessment of your employee is on Non-completed assessment form. T Partially completed form. This mean | pional. As a result, you will receive one of the following infee scenarios from the CSEA em his means the employee has opted out of writing their self-assessment. Is the employee has started their self-assessment, but decided not to complete and has op pioprevs Self-Assessment under consideration when you are completing your evaluation o | sted out. |
| Non-completed assessment form. T Partially completed form. This mean | his means the employee has opted out of writing their self-assessment. Is the employee has started their self-assessment, but decided not to complete and has op | sted out. |





COMPLETE THE SELF-ASSESSMENT

- Self-Assessment is optional for CSEA and CONFIDENTIAL employees.
- Expand the template with the "Toggle Full Screen Viewing Mode" button for a full-screen view of the self-assessment template.



- Navigate through each section or "Element" of the self-assessment template.
- Assign a rating to each Element (competency). Enter any comments in the "**Answer**" section of each Element.
- Select the "Checkmark" on the right side of the Element to save your responses.
- Select the "**Pencil**" to expand the next Element section.
- Select "Next" to navigate to the next section of the assessment.

| mployee Evaluation | | | | |
|-------------------------|---|-------------------------------------|-----------------------|--|
| ating | 6 | | | |
| Meets Standards | • | | | |
| select one | | ig the standard of performance requ | ired for the position | |
| Exceeds Standards | | g the standard of performance requ | nea los trie position | |
| Meets Standards | | \sim : | 2 ² | |
| Does Not Meet Standards | | | | |

| Element Quality of Work: accuracy, c | ompleteness, neatness, thoroughness. | A | \checkmark |
|---|---|----------------------|--------------|
| Employee Evaluation | | | |
| Rating | | | |
| Meets Standards | v | | |
| Work performance is consis | tent in meeting the standard of performance requi | red for the position | |
| Work performance is consis | tent in meeting the standard of performance requi | red for the position | |
| | | red for the position | |
| Answer | | | |





GOALS FOR GROWTH (Annual Evaluations Only)

Add goals, as desired. Your manager may also add goals while completing the evaluation.

- Add the name of the goal in the "Goal" field
 - In subsequent years, you may choose from an Existing Goal.
- Describe the goal in the "Description" field
- Add a due date, if applicable
- Select a Status
- Milestones break a large goal down into manageable action items. These are optional. If desired, click "Add Milestone."
- Click Next to proceed or Add to add another goal



| MM / DD / YYYY 📄 | |
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ATTACH SUPPORTING DOCUMENTS

Attaching supporting documents is optional. Examples of supporting documents might include: an email from a colleague, work product, relevant metrics, etc.

• Navigate to the "Supporting Documents" section of the template.

| | Employee | |
|----------------------|----------|--|
| Supporting Documents | Add | |
| Summary | | |
| | | |

OR





• Select the "Add" button and then select the "Attach" button.

| | Supporting Documents |
|----------------------|----------------------|
| Standard | Employee |
| Supporting Documents | Add |
| Summary | |
| | |
| Back Next | |

| | Supporting Documents ~ | |
|---|------------------------|--|
| Employee | | |
| Employee | | |
| Evaluation Supporting Docume (empty) | | |

- Select your supporting documents.
- Select "Next".

| | Supporting Documents ~ | |
|---|------------------------|-------------------------------|
| | | |
| Employee | | |
| Evaluation Supporting Document (empty) | | $\langle \mathcal{A} \rangle$ |
| File ≽ Workday Off-Campus Access.pdf | | |
| Updated By (empty) | | |
| Upload Date (empty) | | |
| Back Next | | |



SUBMIT COMPLETED SELF-ASSESSMENT

Navigate to the **"Summary**" section of the template and select the **"Submit**" button to finalize the self-assessment. The self-assessment is then routed to your manager/supervisor.

| Complete Self Evaluation Self Evaluation: CSEA Probationary - 3 Months: Barney Miller Action | ☆ 昏 ⊕ ℃ |
|---|--|
| 1 day(s) ago - Effective 04/30/2020 | Review Period 04/01/2020 - 04/30/2020 |
| Standard | Guide Me |
| Element Quality of Work: accuracy, completeness, neatness, thoroughness. | I |
| Employee Evaluation | |
| Rating Meets Standards | |
| Work performance is consistent in meeting the standard of performance required for the position | |
| Answer Submit Save for Later Close | |

OR

| 1 day(s) ago - Effective 04/30/20 | 20 | | Review Period |
|-----------------------------------|---|--|---|
| | | | 04/01/2020 - 04/30/20 |
| | | Standard ~ | |
| | | Standard | • |
| NOTE FOR EMPLOYEE: | | Supporting Documents | |
| | f-assessment is optional. However, the self- e and click the submit button within two wee | Summary | to continue to process. Whether you complete the ratings or not, please b |
| Non-completed assessme | ployee is optional. As a result, you will receive ent form. This means the employee has opter This means the employee has started their s are the Employee's Self-Assessment under c | d out of writing their self-assessm elf-assessment, but decided not t | to complete and has opted out. |
| | | | cong your evaluation of their performance. |

| Success! Event submitted Self Evaluation: CSEA Probationary - 3 Months: Barney Miller 2 minute(s) ago - Effective 04/30/2020 | Actions |
|--|---------|
| Up Next | |
| Overall process still in progress Step completed | |

SAVE FOR LATER

- Save the assessment task for later if you are unable to complete all of the sections at one time.
- Navigate to the "Summary" section of the template and select the "Save for Later" button.
- Access the assessment template in your Workday inbox to continue with the assessment.

EMPLOYEE ACKNOWLEDGEMENT (After 1x1 Discussion)

- Navigate to your Workday inbox.
- Enter **"I Acknowledge"** in the **"Status"** field, and enter any final comments as a result of the 1:1 meeting.
- Select "Submit".
- You will receive a Workday notification that the process is complete once HR has reviewed the document.



EMPLOYEE - VIEW COMPLETED ASSESSMENT

- Navigate to your Workday "Notifications".
- Select the "Details" link to review the details of the entire process.

| | ţ | | Ð | C |
|--|---|---|---|----|
| | | | | |
| Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller | X | Ð | ŝ | c. |
| 7 minute(s) ago | | | | |
| Your Performance Assessment process is complete. CSEA Probationary - 3 Months: Barney Miller | | | | |
| Details Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller | | | | |
| | | | | |

| Q Sea | rch | | Ç | Ð | 0 |
|-----------------------------------|---------------------------------------|-----------------------------|---|---|---|
| View Details Manager Evaluatio | n: CSEA Probationary - 3 Months: Barr | ney Miller 🛲 | | | • |
| | Acknowledgement | | | | |
| | Manager Acknowledgement | Employee Acknowledgement | | | |
| | Status * I acknowledge | Status I acknowledge | | | |
| | Comment Manager Comments | Comment Comments | | | |
| | Entered by Ron Harris | Entered by Barney Miller | | | |

PERFORMANCE WORKLET

• Add the Performance Worklet to your Workday home page.



- From the worklet you can:
 - o View completed assessments
 - View goals
 - o View feedback

| View |
|---------------------------|
| Reviews |
| Goals |
| Individual Goal Alignment |
| Feedback Received |
| |