ACCESS THE SELF-ASSESSMENT - EMPLOYEE

- Navigate to your Workday inbox.
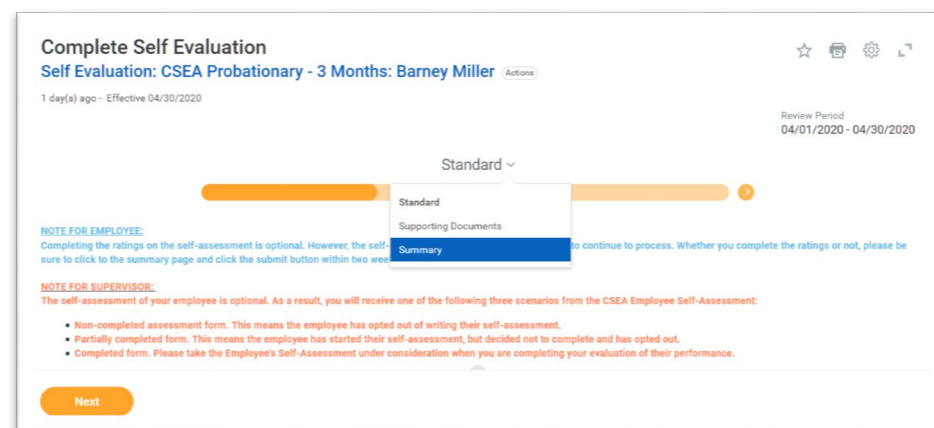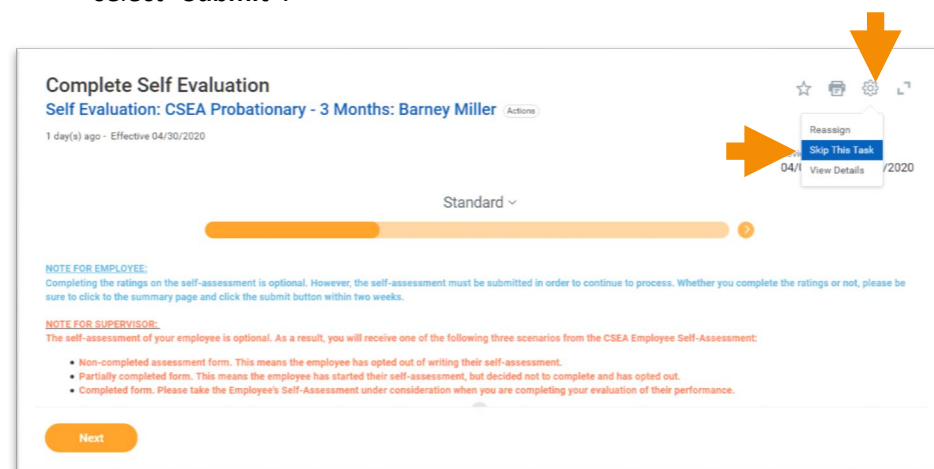 - **OR**
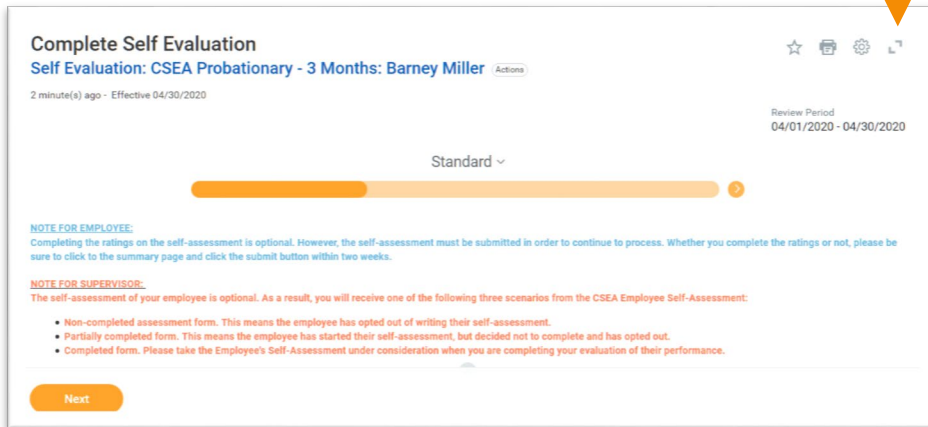- Navigate to your Workday home page.
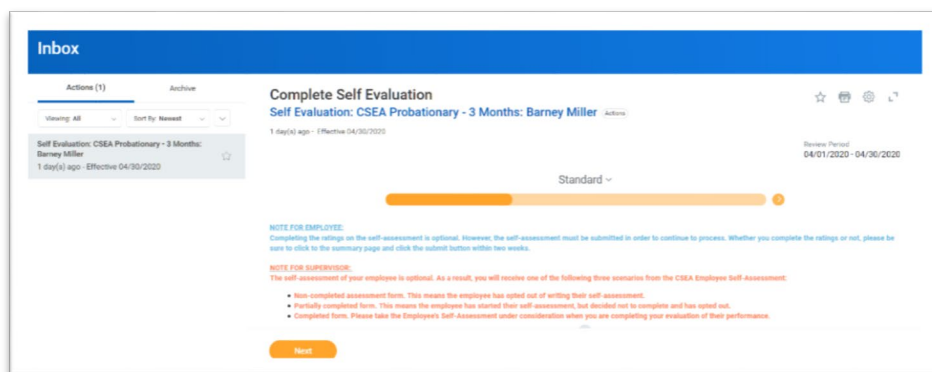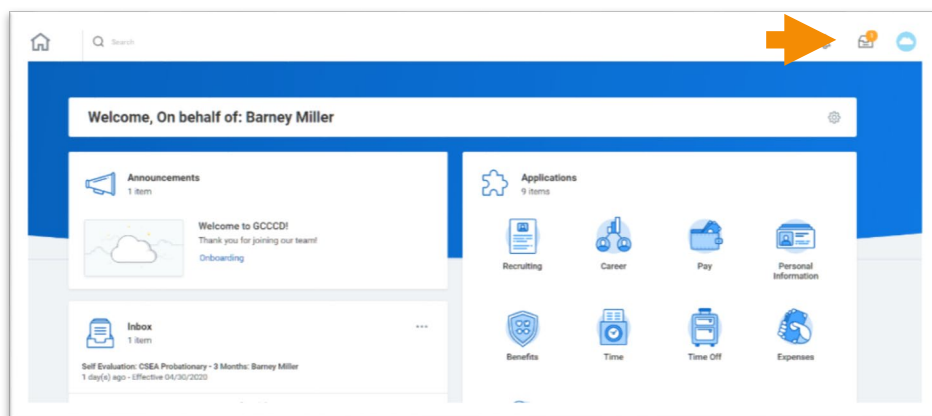
OPT-OUT OF SELF-ASSESSMENT

- 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 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.

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

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.
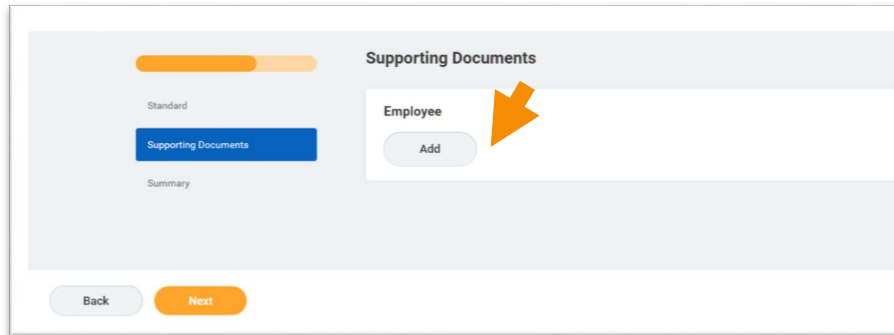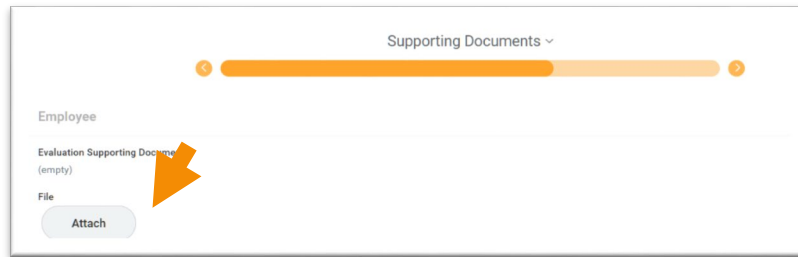
OR

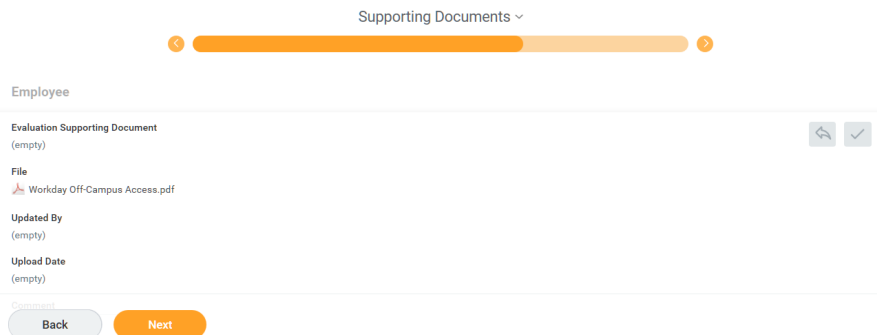- Select the **"Add"** button and then select the **"Attach"** button.

- Select your supporting documents.
- Select "**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.


OR

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.
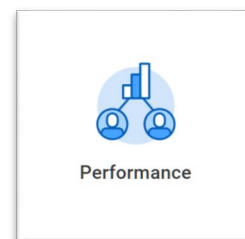
EMPLOYEE - VIEW COMPLETED ASSESSMENT

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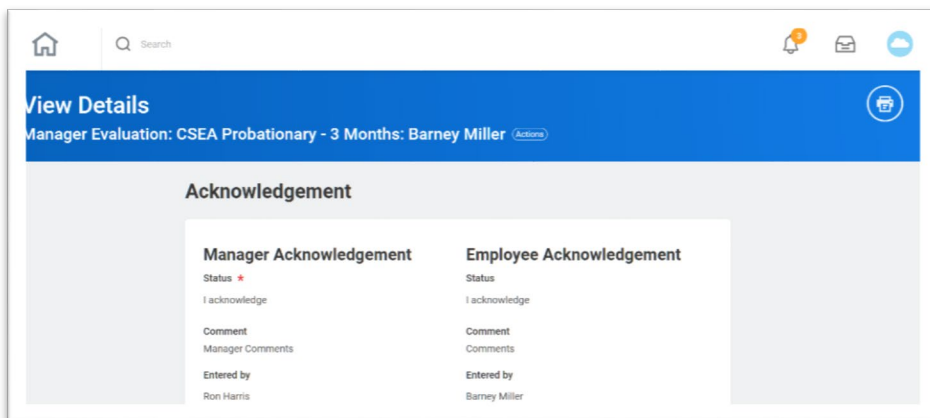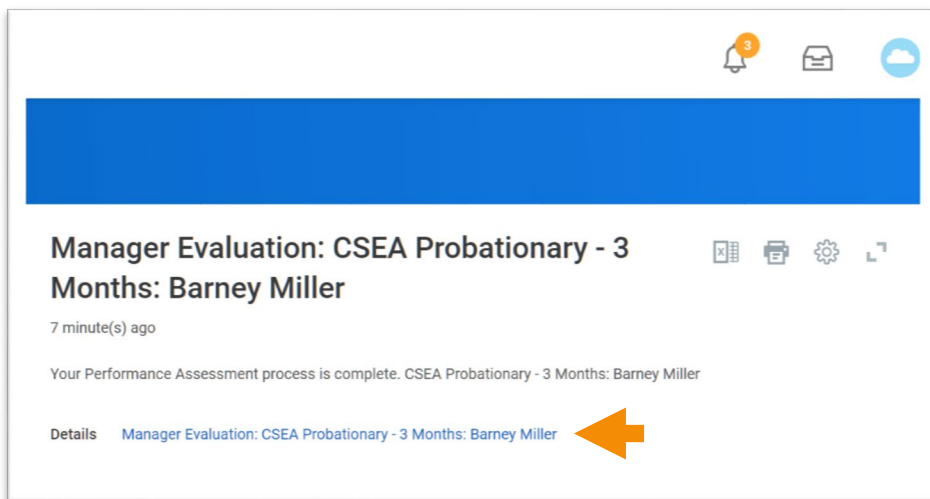
PERFORMANCE WORKLET

- Add the Performance Worklet to your Workday home page.

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