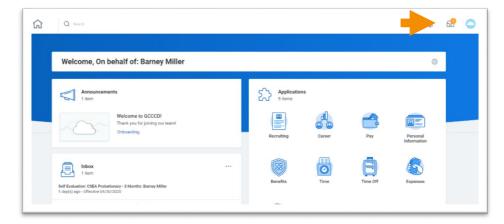


ACCESS THE SELF-ASSESSMENT - EMPLOYEE

- 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".

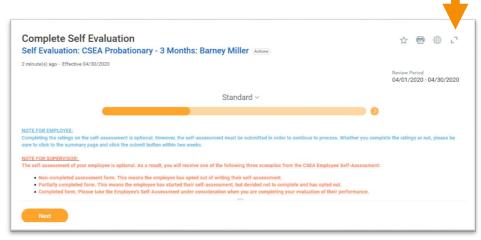
Complete Self Evaluat	tion bationary - 3 Months: Barney Miller (Actions)	☆ 🖶 🕸 🖓
Sell Evaluation. CSEA Pro	Jationary - 5 Monturs, Darney Miller Actions	Reassion
I day(s) ago - Effective 04/30/2020		Skip This Task
		04/I View Details /2020
	Standard ~	
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NOTE 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			

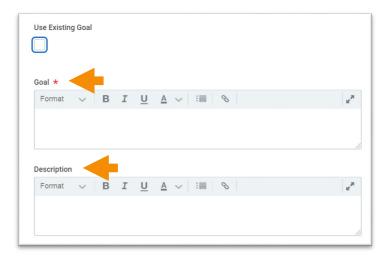




GOALS FOR GROWTH (Annual Evaluations Only)

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



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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