

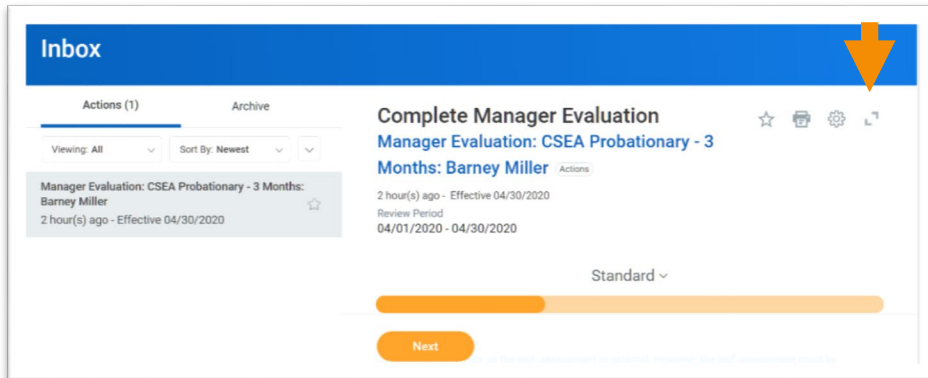
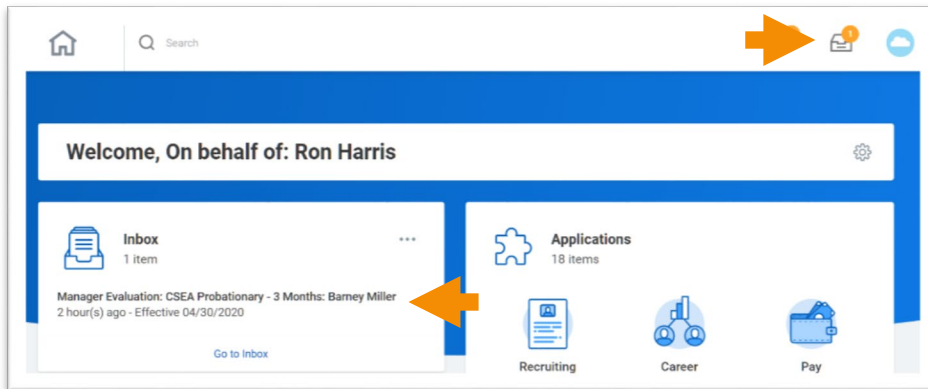


MANAGER GUIDE – CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

MANAGER

MANAGER'S ASSESSMENT

- Navigate to your Workday inbox to access the employee's self-assessment. Expand the template with the **Toggle Full Screen Viewing Mode** button for a full-screen view of the evaluation.



- Assign a rating to each Element (competency). Enter comments in the **Answer** section of each Element. Ratings and Comments are required. *For a complete list of elements/competencies jump to pages 6 or 7.*
- 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.

Element
Quality of Work: accuracy, completeness, neatness, thoroughness.

Manager Evaluation

Rating ★ Manager Evaluation

select one

select one

Exceeds Standards

Meets Standards

Does Not Meet Standards

Employee Evaluation

Rating

Meets Standards

Work performance is consistent in meeting the standard of performance required for the position

Answer

Enter any comments here.

Element
Quality of Work: accuracy, completeness, neatness, thoroughness.

Manager Evaluation

Rating ★ Meets Standards

Work performance is consistent in meeting the standard of performance required for the position

Employee Evaluation

Rating

Meets Standards

Work performance is consistent in meeting the standard of performance required for the position

Answer

Enter any comments here.

Format

B I U A

Enter comments here.



MANAGER GUIDE – CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

GOALS FOR GROWTH (Annual Evaluations Only)

Review goals, if any, added by employee. Edit as necessary (click the pencil). Add additional goals, as desired.

- 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

Use Existing Goal

☐

Goal *

Format B I U A

Description

Format B I U A

Due Date

MM / DD / YYYY

Status

select one

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.
- Select the **Add** button and then select the **Attach** button.
- Select your supporting documents.

Supporting Documents

Employee

Evaluation Supporting Document

Workday Off-Campus Access.pdf

Updated By

Barney Miller

Upload Date

04/14/2020 12:00 PM

Comment

Manager

Add

Back Next

Manager

Evaluation Supporting Document

(empty)

File

Attach

Updated By

(empty)

Upload Date

(empty)

Comment



MANAGER GUIDE – CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

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.

SUBMIT COMPLETED MANAGER EVALUATION

- Navigate to the **Summary** section of the template.
- **Submit** the template. The template routes to the next level manager for review.

Complete Manager Evaluation
Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller (Actions)

2 hour(s) ago - Effective 04/30/2020
Review Period
04/01/2020 - 04/30/2020

Standard
Supporting Documents
Summary

Standard ▾

Next

Complete Manager Evaluation
Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller (Actions)

Review Period
04/01/2020 - 04/30/2020

Standard Guide Me

Element
Quality of Work: accuracy, completeness, neatness, thoroughness.

Manager Evaluation
Rating ★
Meets Standards

Employee Evaluation
Rating
Meets Standards

Submit Send Back Save for Later Close

Complete Manager Evaluation
Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller (Actions)

2 hour(s) ago - Effective 04/30/2020
Review Period
04/01/2020 - 04/30/2020

Standard

Save for Later
Close

Guide Me

Submit Send Back ...

Success! Event submitted
Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller (Actions)

Up Next

Sahar Abushaban
Approval by Manager's Manager

SCHEDULE DISCUSSION

- Navigate to your Workday inbox to access the **Schedule a 1:1** To-Do task. This is the reminder to schedule a 1:1 meeting with the employee to discuss the assessment. Scheduling of the 1:1, and notifying the employee of the 1:1 meeting date take place outside of Workday.
- Select **Submit** to route the completed assessment to the employee.

Complete To Do

Schedule 1:1 Discussion Actions

1 minute(s) ago - Effective 04/30/2020

For

Barney Miller

Overall Process


CSEA Probationary - 3 Months: Barney Miller

Overall Status

In Progress

Instructions

Ensure that you schedule the meeting with employee before submitting the task. Submitting will enable the employee to view the full performance review template.
Note the date of the 1:1 meeting in the comment field below.



1:1 Scheduled for 05/06/2020

Submit

Save for Later

Close

- Navigate to the **Provide Manager Review Comments** task in your Workday inbox. Select **Save for Later**. This task will be completed and submitted after the 1:1 meeting with employee.
- Conduct the 1:1 meeting with the employee.

MANAGER ACKNOWLEDGEMENT (After 1:1 discussion)

- Navigate to the **Provide Manager Reivew Comments** task in your Workday inbox after the 1:1 meeting. Enter **I Acknowledge** the review in the **Status** field, and enter any final comments resulting from the 1:1 with the employee.
- Select **Submit**.

Provide Manager Review Comments

Manager Evaluation: CSEA Probationary - 3 Months: Barney Miller Actions

Evaluated By Ron Harris

20 second(s) ago - Effective 04/30/2020

Review Period

04/01/2020 - 04/30/2020

Acknowledgement

Manager Acknowledgement

Status *

x

I acknowledge

Comment

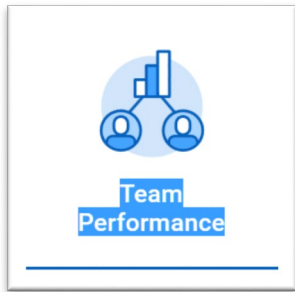
Normal ▼ **B** *I* U ▲ ▼ ☰ 🔗

Manager Comments

- You will receive a Workday notification that the process is complete once the employee has made their acknowledgement and HR has reviewed the document.

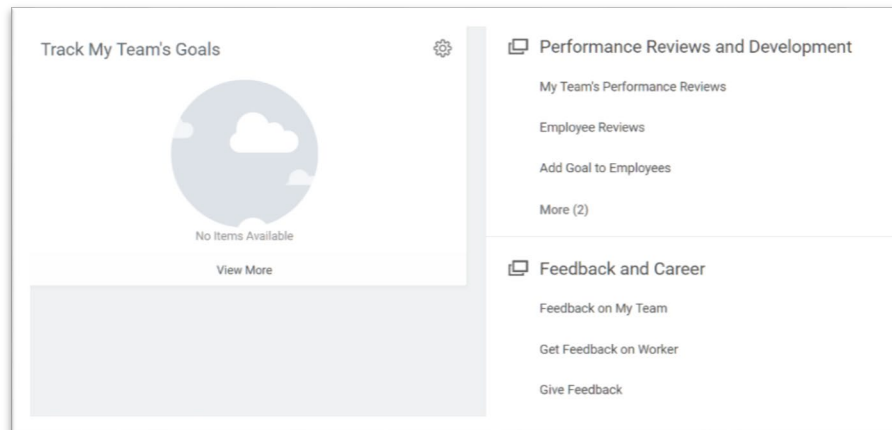
ADD TEAM PERFORMANCE WORKLET

Add the Team Performance worklet to your Workday home page.



From the worklet you can:

- View goals
- Completed assessments





Elements/Competencies for CSEA Probationary Evaluations

Quality of Work: accuracy, completeness, neatness, thoroughness

Quantity of Work: performs expected volume of work

Work Habits: care of equipment, organization of work, observation of work hours, safety practices

Interpersonal Communication: ability to get along with others, effectiveness in dealing with public and employee contacts

Initiative: resourcefulness; self-reliance, willingness to accept and carry out responsibility

Dependability: ability to meet deadlines and work independently

Attitude: interest in work, willingness to meet job requirements and accept suggestions, compliance with rules and regulations

Leadership Skills: proficiency in training, planning, and leadership

Elements/Competencies for Confidential Probationary Evaluations

Knowledge of Work: Has required skills, knows routines and related general information; confers and plans efficiently and effectively.

Quality of Work: Has capacity for organization, neatness and accuracy; seeks assistance when necessary.

Quantity of Work: Completes work in reasonable length of time; maintains reasonable work speed. Takes initiative in areas of responsibility.

Uses of Good Judgment: Assumes responsibility when necessary; respects confidences; attempts to resolve conflicts in a professional manner; seeks opinions of associates when appropriate.

Relationships: Responds with courtesy, warmth and good judgment; is cooperative and tactful. Keeps personal feelings from interrupting and damaging professional relationships; strives to be objective in professional relationships with staff and colleagues; possesses enthusiasm and good sense of humor; communicates effectively. Gains respect of associates.

Reliability: Is regular in attendance and punctual in work hours; dependable; able to do required jobs well with minimum supervision.

Attitude: Is interested and enthusiastic about work; is willing to accept and act upon reasonable suggestions and constructive criticism. Complies with rules and regulations.

Job Skill Level: Relates to the mental and/or manual skills required.

Leadership Ability: Seeks to understand a situation before passing judgment; makes constructive criticism in a professional manner; stimulates employees with whom he/she works and keeps morale high; shows evidence of sound judgment and decision-making ability.

Stability: Ability to withstand pressure and remain calm in crisis situations.

Professional Growth: Develops and is willing to experiment with new ideas; endeavors to improve skills.

Complies: With district safety rules and regulations and conducts safety training for employees.

Overall Evaluation: Summary of all aspects of job performance.



MANAGER GUIDE – CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

Elements/Competencies for CSEA and Confidential Annual Evaluations

Quality of Work: Performs tasks that meet prescribed standards; Takes pride in his/her work; Maintains currency and complies with rules and regulations of the department, college, and/or district.

Quantity of Work: Accomplishes tasks in a timely manner; Prioritizes work to be accomplished.

Professional Demeanor: Presents professional appearance; Interacts attentively, courteously, and respectfully with customers, students, and staff; Contributes to a positive work environment; Demonstrates willingness to contribute to the team's goals.

Communication & Interpersonal Skills: Clearly articulates information, ideas, and opinions; and uses appropriate language; Communicates well with all levels of customers, students, and staff; actively builds relationships and is considerate of others; Shares knowledge and resources and collaborates as a team member.

Leadership Skills: Initiates action within his/her authority; Is proactive in anticipating problems; provides recommendations without being asked; Establishes and maintains high work standards; Demonstrates knowledge of the campus/district mission and willingness to participate to help reach these objectives.

Professional Growth: Participates in activities that enhance professional growth; Takes initiative to keep current with technical skills related to position.