

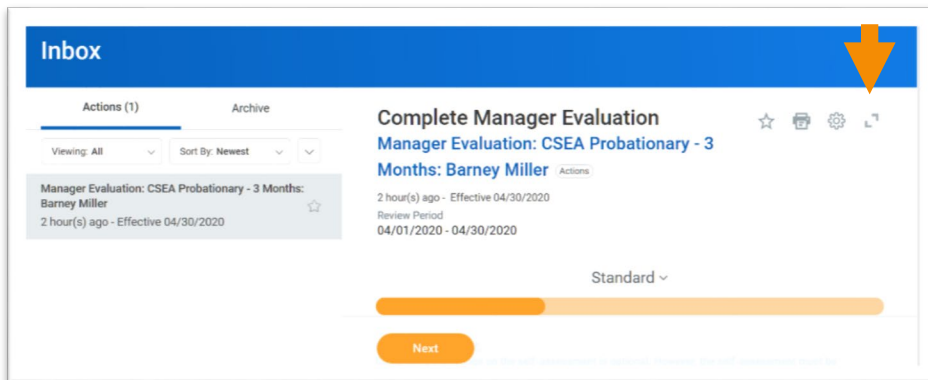
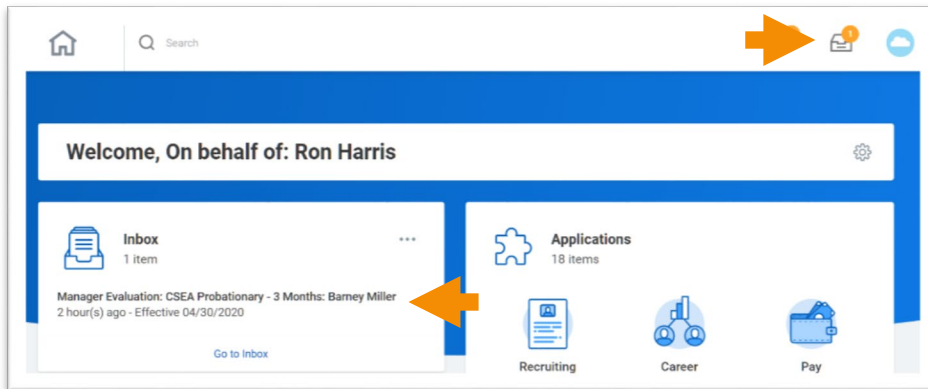


MANAGER GUIDE – CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

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.
- 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

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.



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

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

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

A

Manager Comments

Standard

Submit

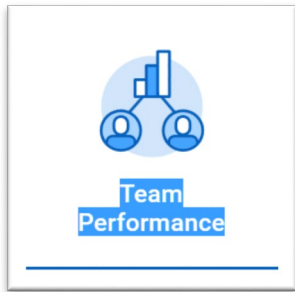
Save for Later

Close

- 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

