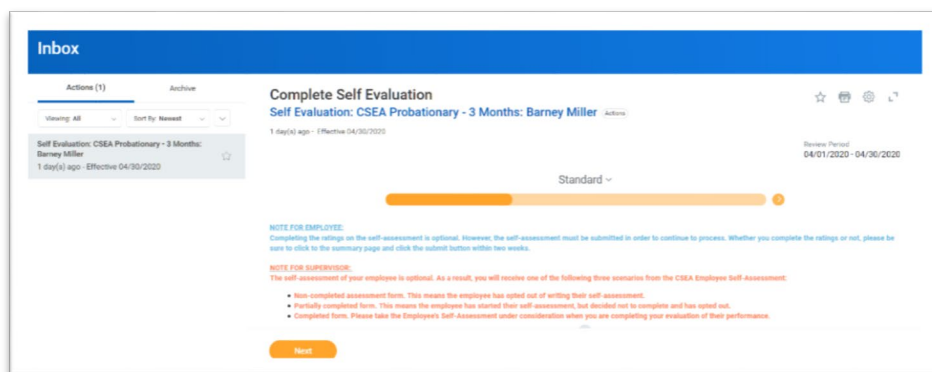
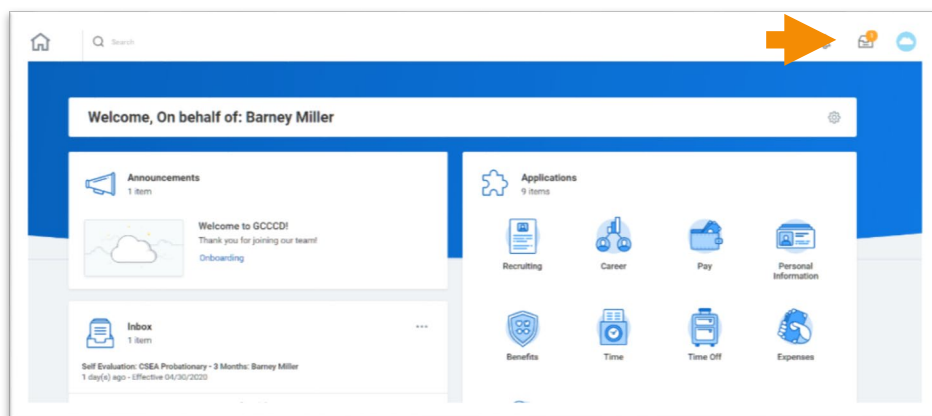




# EMPLOYEE GUIDE - CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

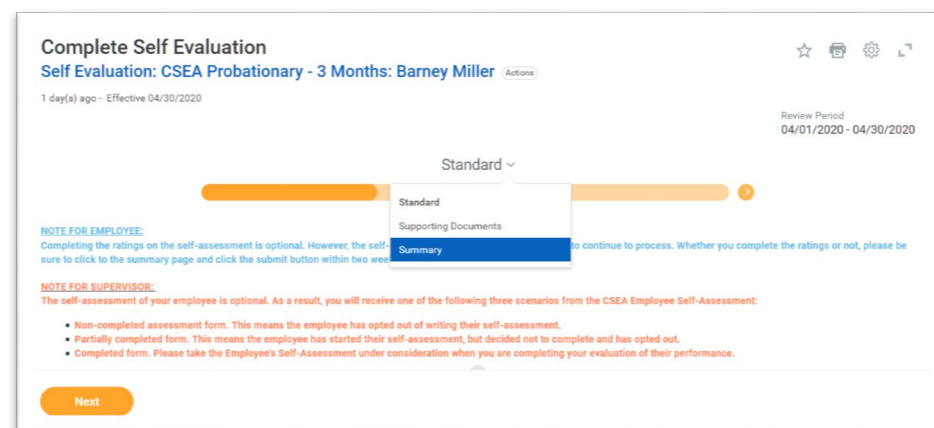
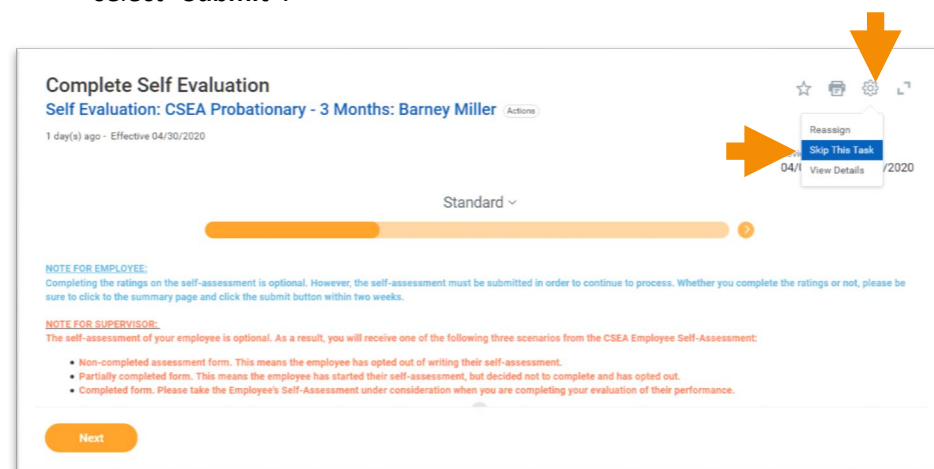
## ACCESS THE SELF-ASSESSMENT - EMPLOYEE

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



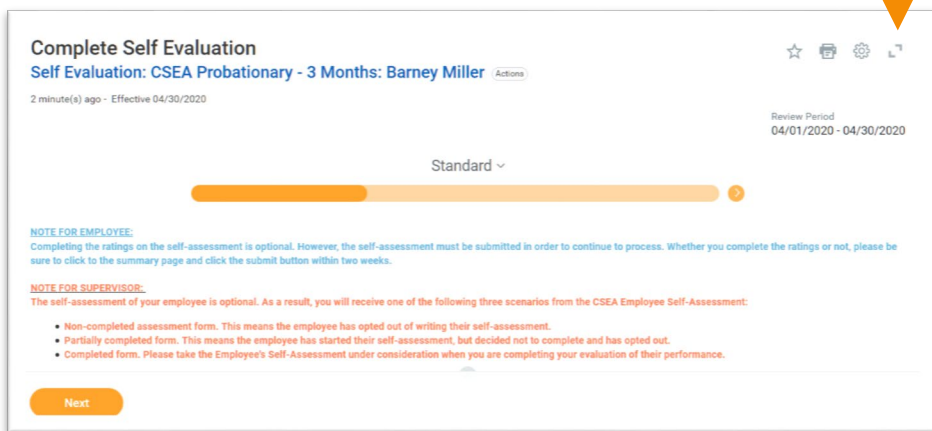
## OPT-OUT OF SELF-ASSESSMENT

- 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.



**Complete Self Evaluation**  
Self Evaluation: CSEA Probationary - 3 Months: Barney Miller

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

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

Standard ▾

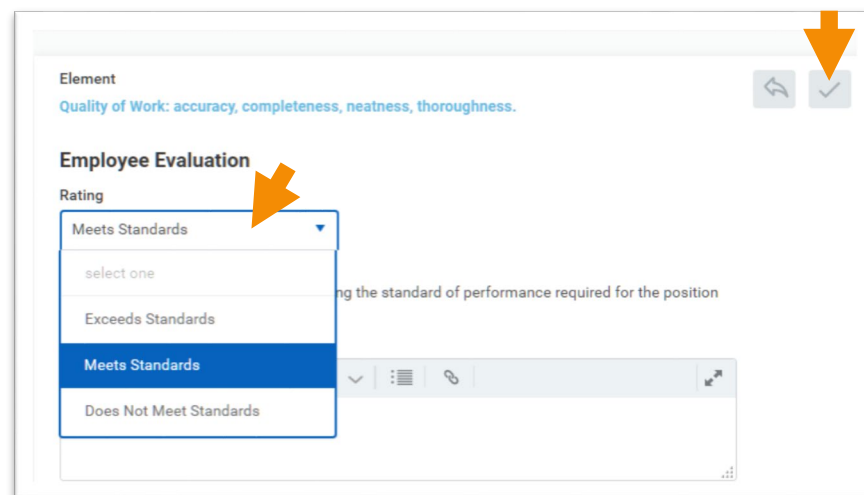
**NOTE FOR EMPLOYEE:**  
Completing the ratings on the self-assessment is optional. However, the self-assessment must be submitted in order to continue to process. Whether you complete the ratings or not, please be sure to click to the summary page and click the submit button within two weeks.

**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 opted out of writing their self-assessment.
- Partially completed form. This means the employee has started their self-assessment, but decided not to complete and has opted out.
- Completed form. Please take the Employee's Self-Assessment under consideration when you are completing your evaluation of their performance.

Next

- 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.  
*For a complete list of elements/competencies jump to pages 7 or 8.*
- 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.

**Employee Evaluation**

Rating

Meets Standards ▾

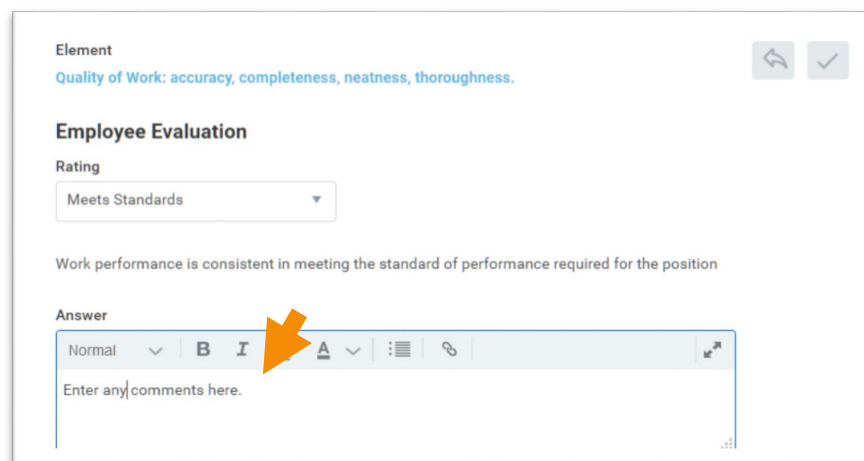
select one

Exceeds Standards

Meets Standards

Does Not Meet Standards

ing the standard of performance required for the position



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

**Employee Evaluation**

Rating

Meets Standards ▾

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

**Answer**

Normal ▾ B I A ▾

Enter any comments here.



# EMPLOYEE GUIDE - CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE 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

Use Existing Goal

☐

Goal \*

Description

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.

Supporting Documents

Employee

Add

Back Next

OR

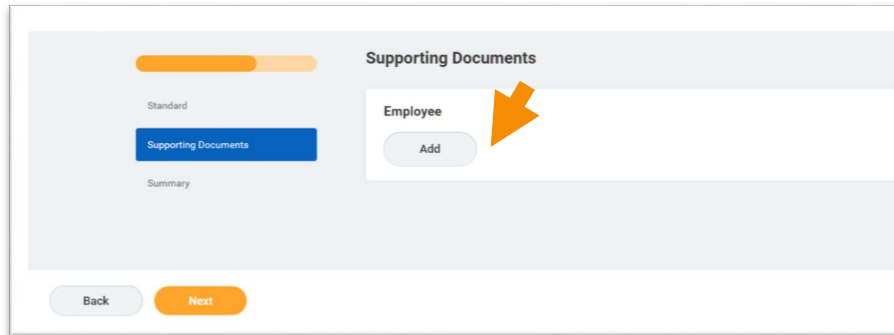
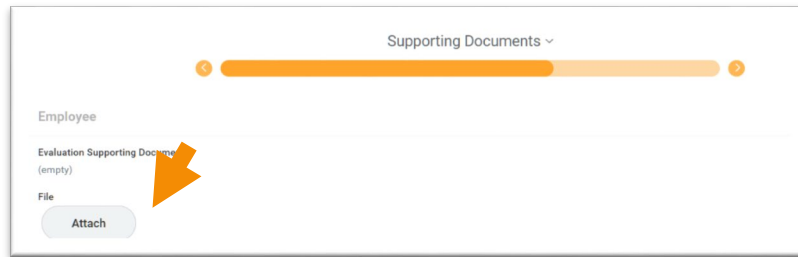
Standard

Supporting Documents

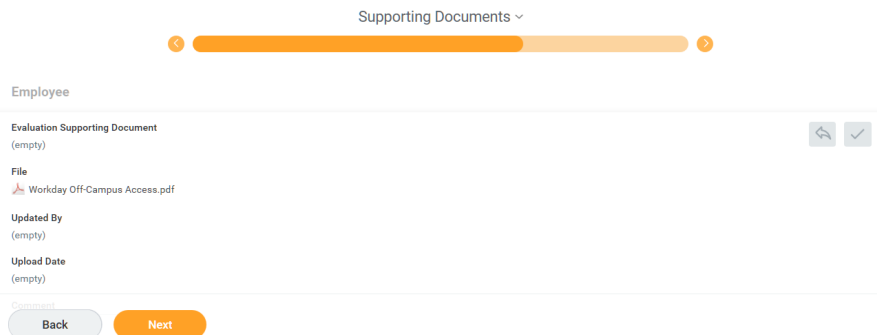
NOTE FOR EMPLOYEE:

NOTE FOR SUPERVISOR:

- Select the **“Add”** button and then select the **“Attach”** button.

- Select your supporting documents.
- Select **“Next”**.





# EMPLOYEE GUIDE - CSEA OR CONFIDENTIAL EMPLOYEE PERFORMANCE ASSESSMENT

## 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

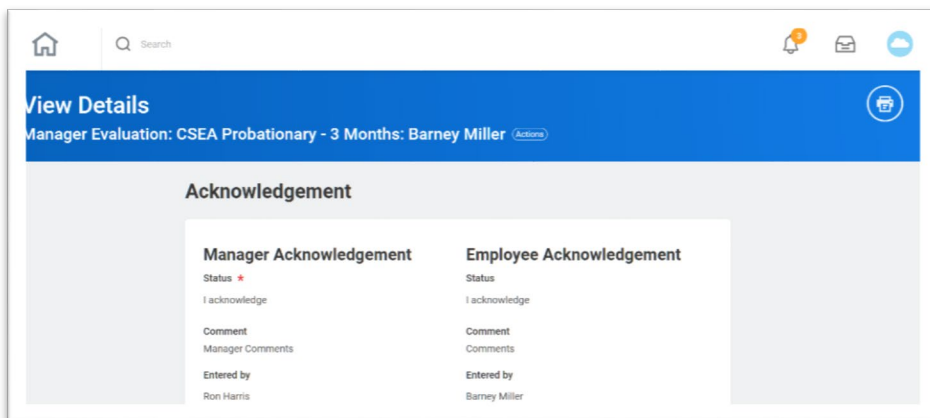
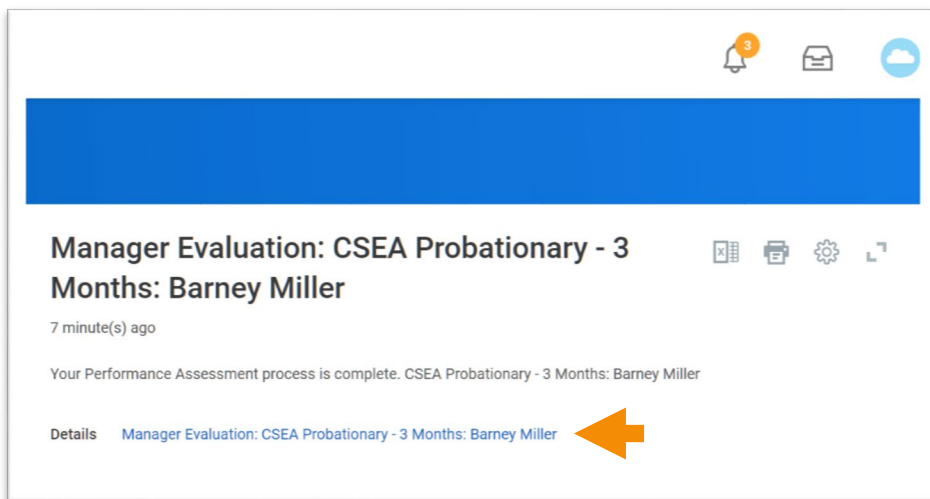
- Save the-assessment task for later if you are unable to complete all of the sections at one time.
- Navigate to the “**Summary**” section of the template and select the “**Save for Later**” button.
- Access the assessment template in your Workday inbox to continue with the assessment.

## 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.

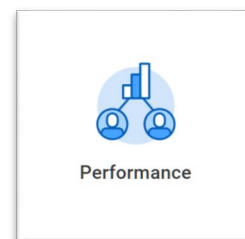
## EMPLOYEE - VIEW COMPLETED ASSESSMENT

- 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





## 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.



### **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.