

## **EMPLOYEE**

Employees can print a paper copy of their completed performance assessments.

- Navigate to your Workday "Search Field".
- Type "View Printable Employee Review".



- Select an available review title in the "Employee Review" box.
- Select the "OK" button.



• Select the "**Printe**r" icon on the right side of the page.



• Select the "**OK**" button in the "**Print Document**" dialog box.

Print Document	
A printable Review Document is being generated. When your file is ready for download, you will be able to access the document from the notification link next to your sign-in nar the My Reports task.	me or from
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- Navigate to your "Notifications", the "Bell" icon to the left of your Workday inbox.
- Select the "**Details**" link.





Select the "Printer" icon on the right side of the page.

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- Miller\_Barney\_CSEA\_Probationary\_-\_3\_Months\_... 1 of 2 0016 In I 1 CSEA Probationary - 3 Months Miller, Barney 199 Campus and Parking Services - 3 (Ron Harris) Location: DS District Offices 04/01/2020 - 04/30/2020 Campus and Parking Se Managar: Ron Harris Evaluated By: Ron Harri Manager Entered by: Status: Comment: Ron Herris Data: 04/06/2020 l acknowledge Employee Barney Miller Entered by: Data: 04/06/2020 Status: Comment: I acknowledge Standard Quality of Work: accuracy Manager Evaluation Manager Evaluation: CSEA Probationary - 3 Raling: Meets Standard Reting: Response: meets Rasponse ntity of Works Manager Evaluatio Rating: Meets Stander Response: Meets Rating: Manager Evaluation: CSEA Probationary - 3
  - Select the "**Printe**r" icon in the next pop-up window and follow the usual steps you use to print on your computer.

## MANAGERS

Managers can print paper copies of completed performance assessments of their employees.

- Navigate to your Workday "Search Field".
- Type "View Printable Employee Review".

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	View Printable Employee Review - Report			
Welco	me, On behalf of: Ron Harris		ŝĝ	

• Select the employee review. Select "OK".



• Select the "Printer" icon on the right side of the page.

## PRINT A PERFORMANCE REVIEW



• Select the "OK" button in the "Print Document" dialog box.

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