

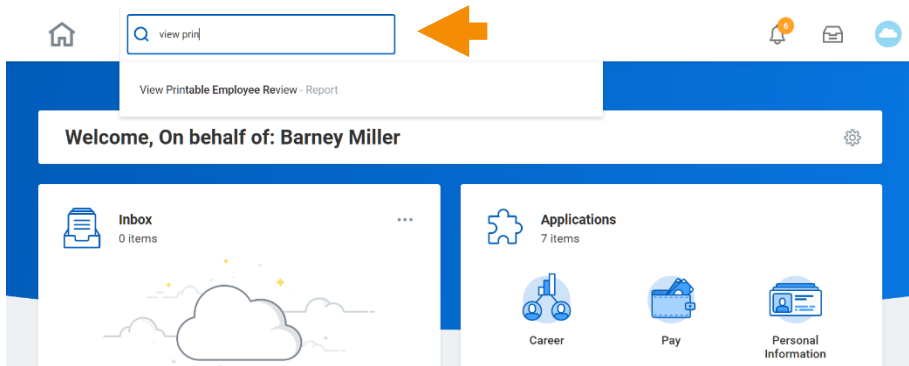


PRINT A PERFORMANCE REVIEW

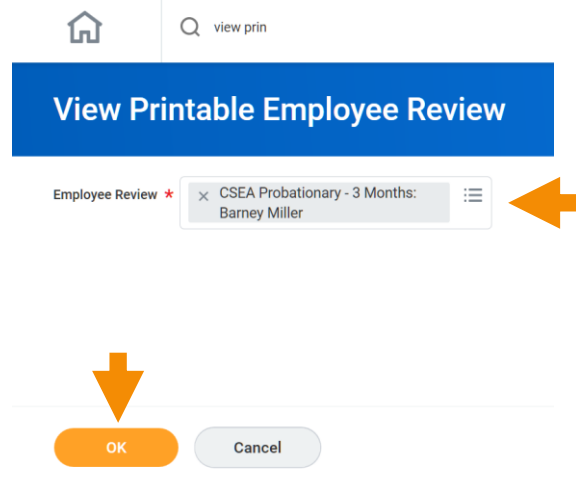
EMPLOYEE

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

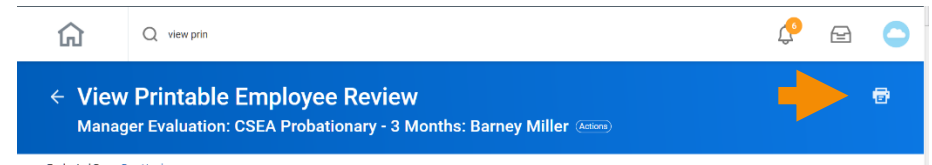
- Navigate to your Workday "Search Field".
- Type "View Printable Employee Review".



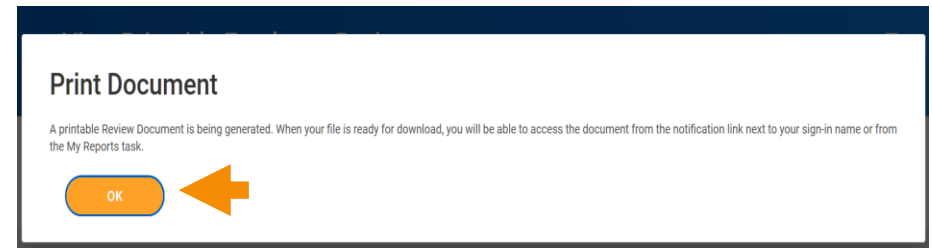
- Select an available review title in the "Employee Review" box.
- Select the "OK" button.



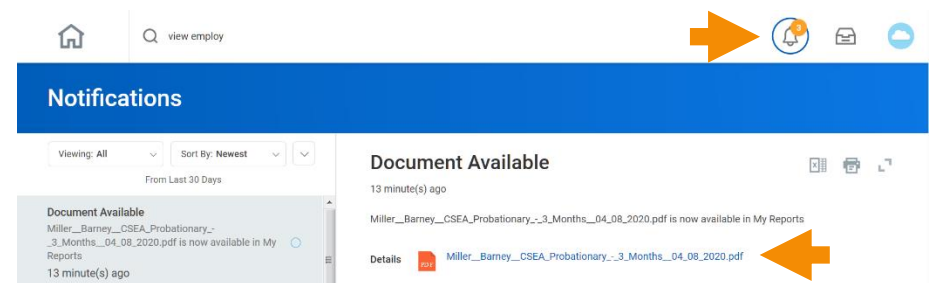
- Select the "Printer" icon on the right side of the page.



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



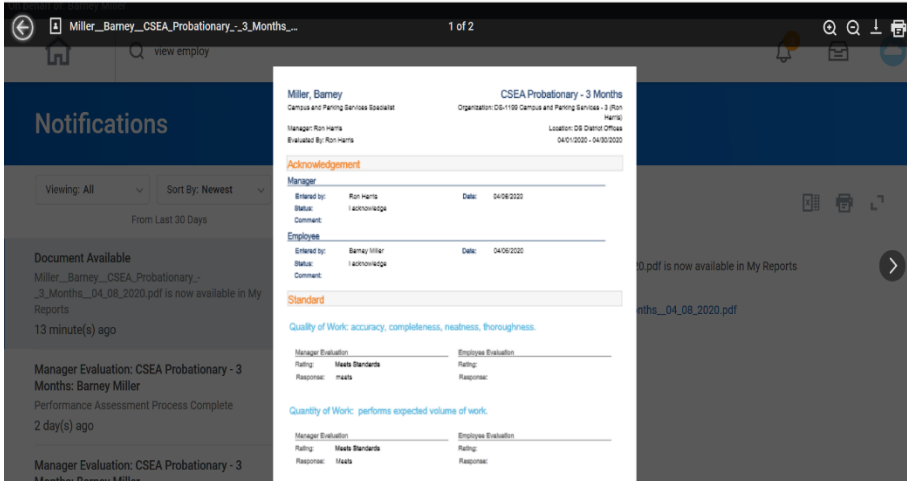
- Navigate to your "Notifications", the "Bell" icon to the left of your Workday inbox.
- Select the "Details" link.





PRINT A PERFORMANCE REVIEW

- Select the **“Printer”** icon on the right side of the page.

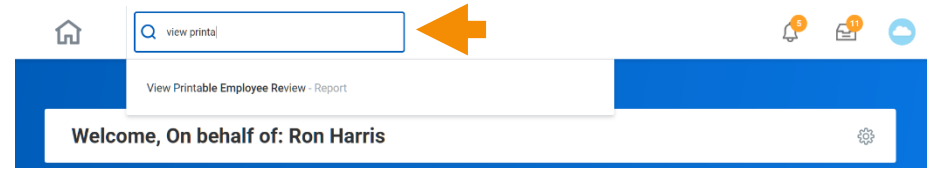


- Select the **“Printer”** icon in the next pop-up window and follow the usual steps you use to print on your computer.

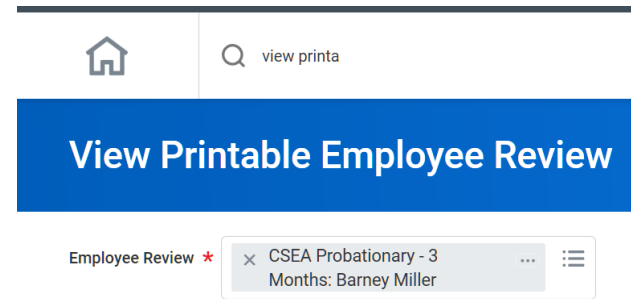
MANAGERS

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

- Navigate to your Workday **“Search Field”**.
- Type **“View Printable Employee Review”**.



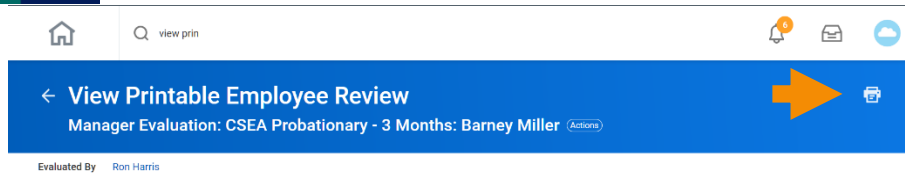
- Select the employee review. Select **“OK”**.



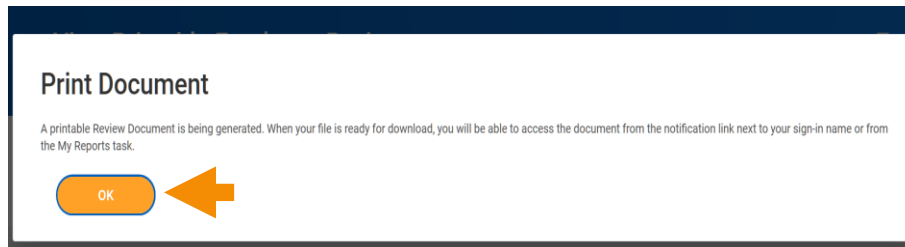
- Select the **“Printer”** icon on the right side of the page.



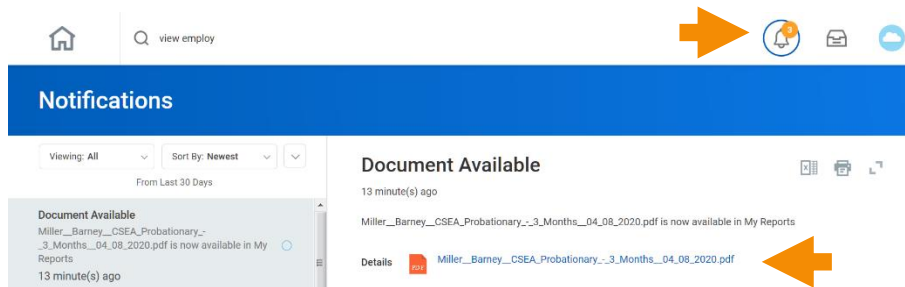
PRINT A PERFORMANCE REVIEW



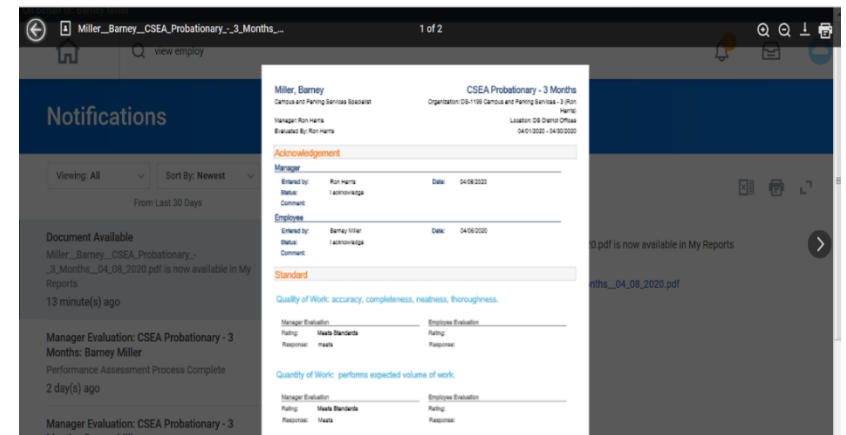
- Select the “OK” button in the “Print Document” dialog box.



- Navigate to your “Notifications”, the “Bell” icon to the left of your Workday inbox.
- Select the “Details” link.



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