

Open Self Evaluation: Year End Performance Review

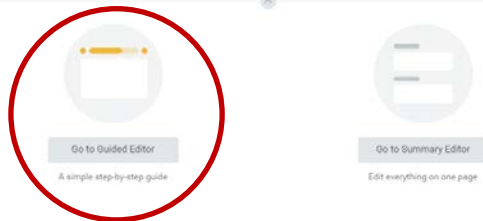
1. Log into your Workday account through PremierConnect.
2. Click into the Inbox Worklet.



3. Open your **Self Evaluation: Year End Performance Review** which covers your FY performance, innovation idea and development plan.

Start Self Evaluation: Year End Performance Review

1. When you open the Inbox task, you will have two navigation options. We recommend choosing **Go to Guided Editor**. Both views will bring you through the same following steps.



2. Click on the pencil to the right of the screen to complete the **FY Performance and Accomplishments Summary**. This is where you will summarize your performance and accomplishments for the fiscal year.

Your comments here should include a summary of all of your FY16 performance expectations, innovation ideas and development objectives that may have been included in your FY16 My Plan document.



Employee Evaluation

When you have finished each step, click the **checkmark** to save or the **Next** button.



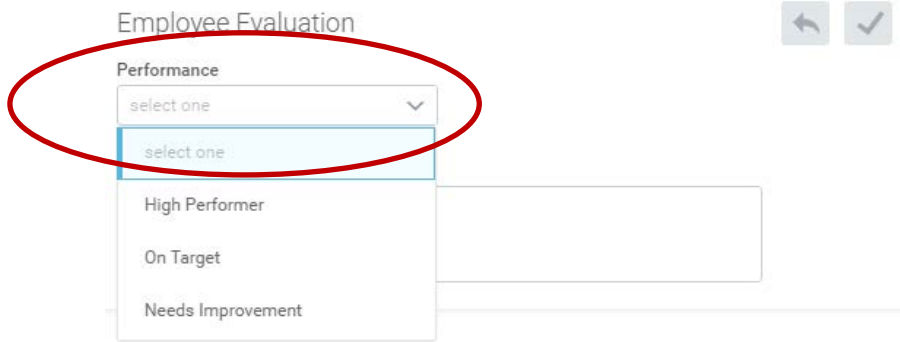
3. Click on the pencil to the right of the screen to complete **Overall Performance**.



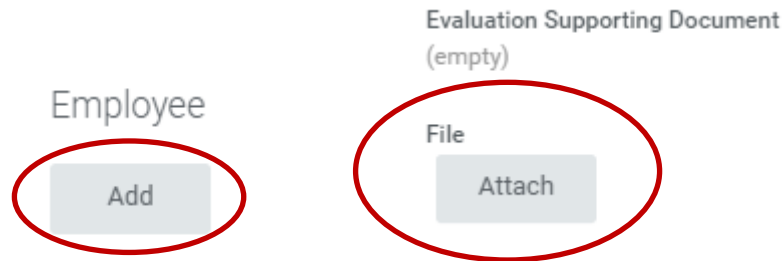
This is where you will categorize your fiscal year performance as one of the below options:

- a. **High Performer** - Consistently performing above set expectations.
- b. **On Target** - Consistently performing to set expectations.
- c. **Needs Improvement** - Needs improvement to perform at consistent and acceptable expectations.

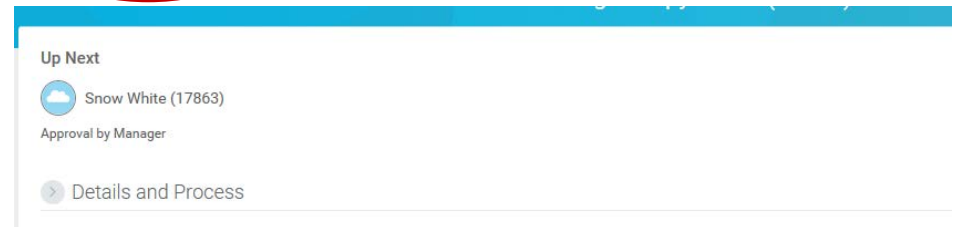
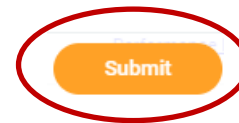
Select from the drop down box and provide comments to support your selection.



- 4. Click the add button to **Attach Supporting Documents**. We recommend that you attach your FY16 My Plan document.



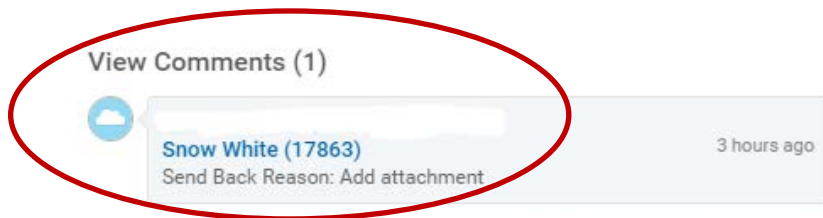
- 5. When you have finished all steps in the Year End Performance Review, look over all of the information you have provided. When you are ready to send the review to your manager, click **Submit** in the bottom left hand corner of your screen. **At this time the Self Evaluation: Year End Review has been sent to your manager for approval.**



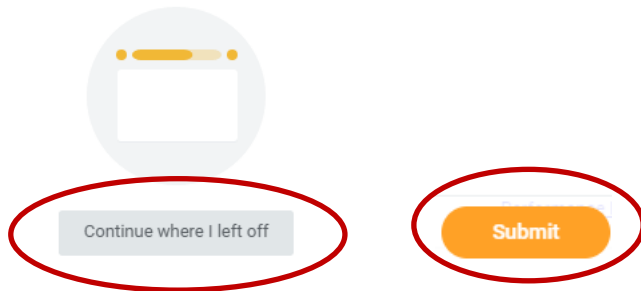
After you complete **Self Evaluation: Year End Performance Review** the next step is to meet with your manager for your final review discussion.

Complete Self Evaluation: Year End Performance Review

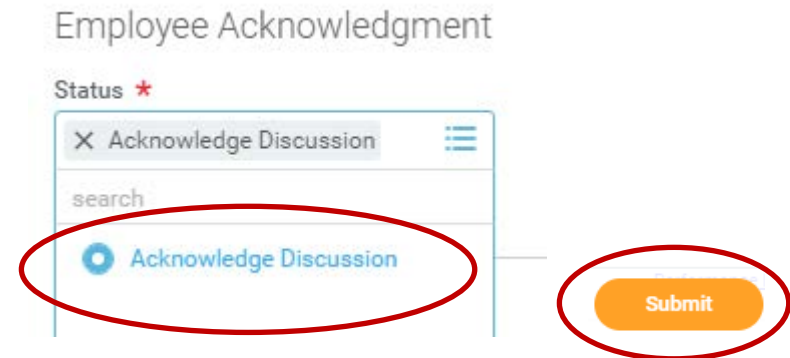
1. After your year-end performance conversation with your manager, log into your Workday account through PremierConnect.
2. Your manager has the option to Send Back your Year End Performance Review to you with recommended changes. If this has happened, you will receive a task in your Workday Inbox. Click on the Inbox task and **scroll down** to read your manager's comments.



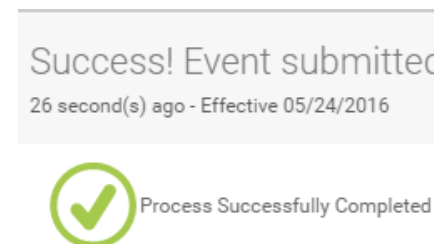
Open the review, make the changes and click **Submit** to send the review back to your manager.



3. If no changes need to be made, you will receive an **Employee Acknowledgement** Task in your Workday Inbox. Click on the pencil at the right side of the screen for the Employee Acknowledgement section. Click on the status drop down box and choose **Acknowledge Discussion** confirming you have had a year-end performance conversation with your manager. You may include comments that you want shared with your manager. Click **Submit** to complete the acknowledgement task.



Once you have submitted the Employee Acknowledgement, you will see the notification below.



Print Self Evaluation: Year End Performance Review

1. To print your **Self Evaluation: Year End Performance Review** for your records, go to the Workday home screen by clicking on the **workday logo** at the top of any screen.

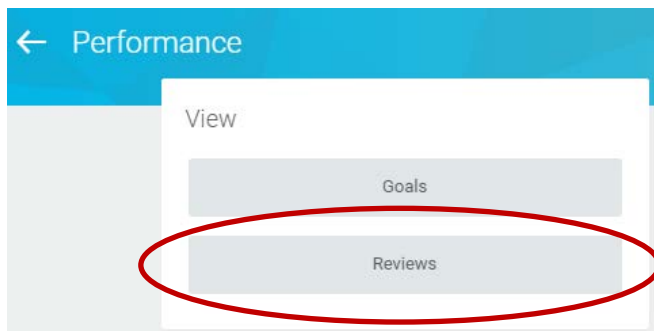


2. Click on the **Performance Worklet**



Performance

3. Choose Reviews from the Performance Worklet menu



4. You will see a table with a list of past reviews. Find the current review and click on the **View** button.

2016 Year End Performance Review: Sleepy Dwarf (17864)	07/01/2015	06/30/2016	Complete Self Evaluation for Performance Review	Sleepy Dwarf	06/17/2016	View
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5. At the top of the screen for your Printable Employee Review, click on the **printer icon**. You can choose to print this document to a printer or to a PDF file as you would any other document.

