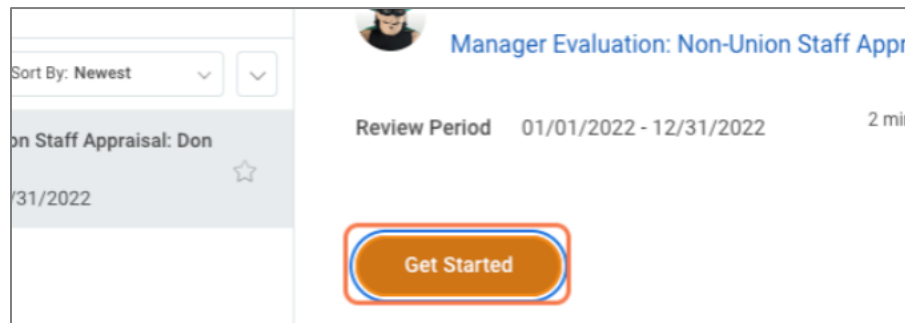


## Performance Evaluation Review Instructions

1. Login to Workday and select the inbox to access task.



2. Select the "Manager Evaluation" task and then select the orange **Get Started** button.



3. Review the employee and manager evaluations. In the summary section either **Approve** or **Send Back**.

**Review**

Manager Evaluation:  
Non-Union Staff Appraisal:  
Heysoll Alvarez

Actions

02/01/2023 - 03/01/2023  
Evaluated By: Mirella Sales

Accomplishments, Strengths, and Goals

Overall

Summary

### Accomplishments, Strengths, and Goals

Question **Accomplishments** - Please enter 3-5 accomplishments from the previous appraisal period. Please include at least one example of how the accomplishment supported [USF's mission, vision and values](#)

Manager	Employee
Answer test	Answer test

Question **Professional Strengths** - Please identify 3 professional strengths.

Manager	Employee
Answer test	Answer tet

Question **Development** - Please identify 3 areas for further development.

Manager	Employee
Answer test	Answer asdsad

Question **Goals and Objectives** - Please enter 3 goals or objectives you would like to accomplish for the upcoming year. Please ensure that one of your goals or objectives supports [USF's mission, vision and values](#)

Manager	Employee
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Approve Send Back

- If **Send Back** is chosen, click the employee or manager name and send back reason.
- Once you select **Approve** the business process will route back to the manager to acknowledge the approved evaluation and schedule 1:1 meeting with the employee.

## How to View Completed Evaluations

1. Login to Workday and search employee profile.
2. On the left menu select **Performance** then **Performance Reviews** along the top tab. The evaluation will be available to view or print as pdf once completed.

