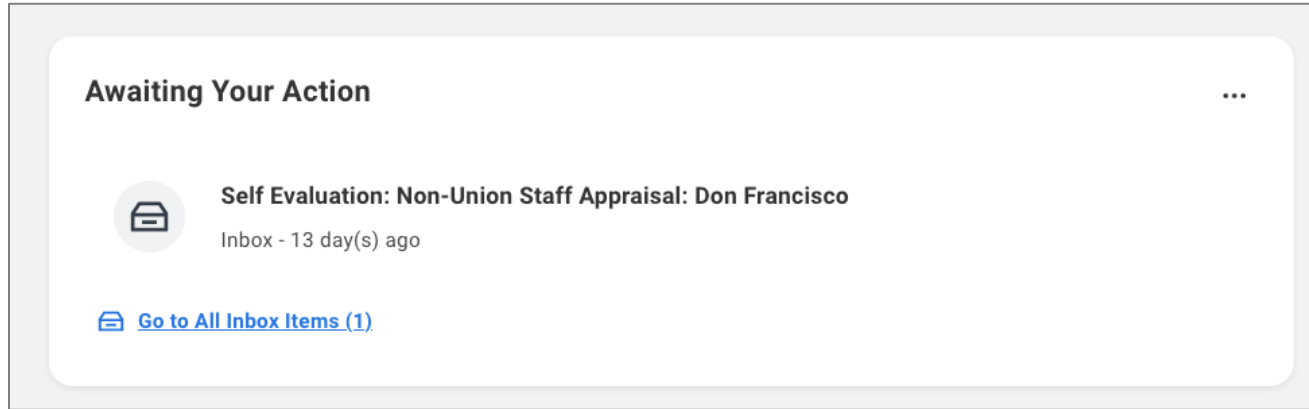
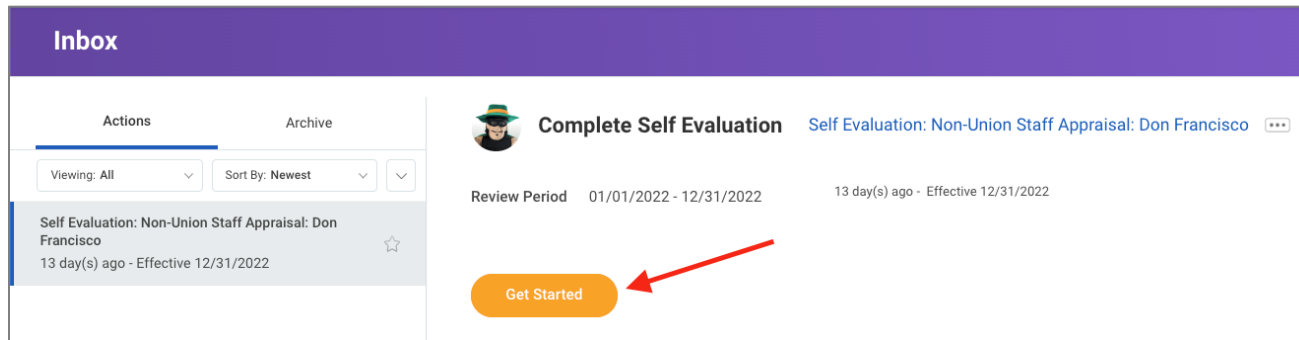


Performance Self-Evaluation Instructions

- 1. Login to Workday and click on inbox to access task.



- 2. Click on "Self-Evaluation" task. Click on the orange **Get Started** button.



- Complete each prompt by typing a response in the required **Answer** field for each section. If you were hired after October 1, 2022, you may enter **N/A** for the Accomplishments and Professional Strengths sections. *Note: The below example is a non-union staff appraisal template. All navigation is the same for both OPE and Non-Union forms.*

**Complete Self Evaluation** | Self Evaluation: Non-Union Staff Appraisal: Don Francisco | 01/01/2022 - 12/31/2022

**Accomplishments, Strengths, and Goals**

Question **Accomplishments** - Please enter 3-5 accomplishments from the previous appraisal period. Please include at least one [vision and values](#)

Employee

Answer \*

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

Employee

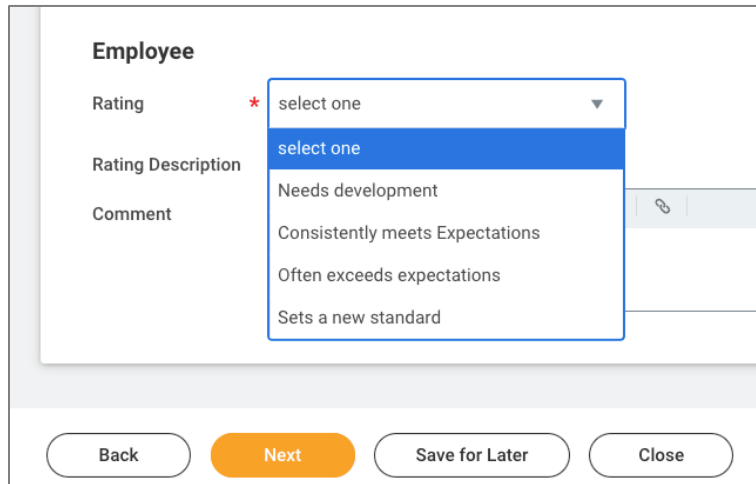
Answer \*

Back Next Save for Later Close

- OPE ONLY:** Any additional comments may be added in the **Employee Summary** field. If you need more time to complete the evaluation, click on **Save for Later**. Once all sections are completed, select **Next**. After selecting next, review evaluation and either **Submit** or **Save for Later**. Once the self-evaluation is submitted, it automatically routes to the manager to review and complete.

Submit Save for Later

5. **NON-UNION STAFF ONLY:** After selecting next, select a rating from the **Rating** drop down menu. **If you were hired after 10/1/2022 please select "Hired after 10/1/22" as the rating.**
- Any additional comments may be entered in the **Comment** box. The comment box is not a required field.



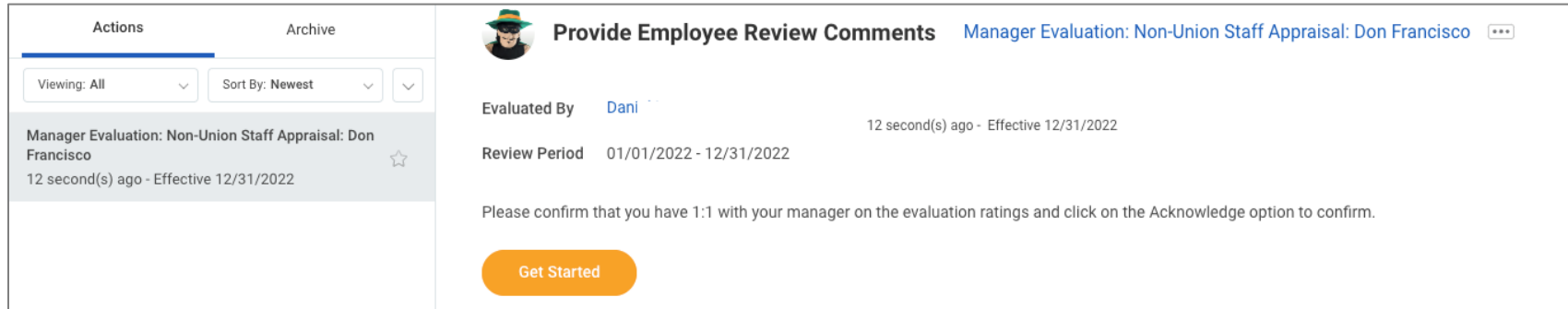
The screenshot shows a form titled "Employee" with the following fields:

- Rating**: A dropdown menu with a red asterisk indicating it is required. The current selection is "select one". The dropdown menu is open, showing the following options: "select one" (highlighted in blue), "Needs development", "Consistently meets Expectations", "Often exceeds expectations", and "Sets a new standard".
- Rating Description**: A text input field.
- Comment**: A text input field with a link icon on the right side.

At the bottom of the form, there are four buttons: "Back", "Next" (highlighted in orange), "Save for Later", and "Close".

- Select **Save for Later** to save progress and continue at a later time.
  - Click **Next** if the self-appraisal is complete.
  - The final step is to review the self-evaluation and either **Submit** or **Save for Later**.
  - NOTE: An appraisal cannot be recalled once submitted.*
6. Once the self-appraisal is submitted, it will automatically route to the manager for review and completion. The self-evaluation and manager evaluation will then route to the manager's manager to review and approve. Once the manager's manager approves, the employee's manager will schedule a 1:1 meeting to review the evaluation.

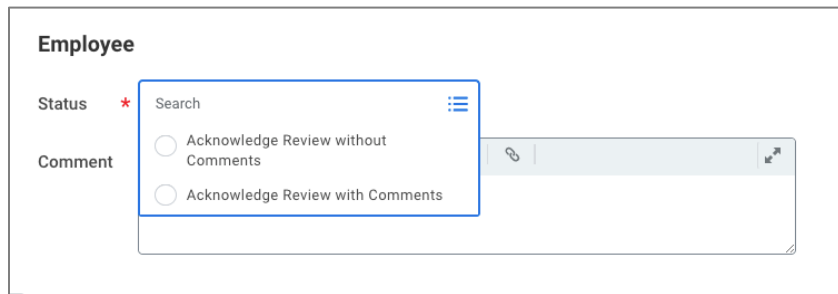
- Once the manager has met with the employee to review the evaluation, the employee will receive a task in Workday to acknowledge evaluation. Login to Workday and click on the inbox to access the task. Click on the “Manager Evaluation” task and then click on the orange **Get Started** button.



- Review the manager evaluation and click **Next**.



- Under the **Employee** section, select a **Status** from the dropdown. Select **Acknowledge Review without Comments** or **Acknowledge Review with Comments**.

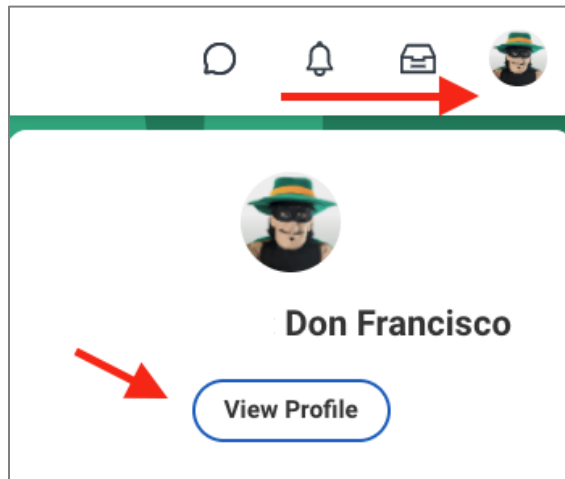


- Click **Submit**. The business process is now complete.



How to View Complete Evaluation Instructions

- 1. Login to workday and click on the photo icon on the top right corner of the landing page and select **View Profile**



- 2. On the left menu select **Performance** then **Performance Reviews** along the top tab. The evaluation will be available to view and print as a pdf once completed.

