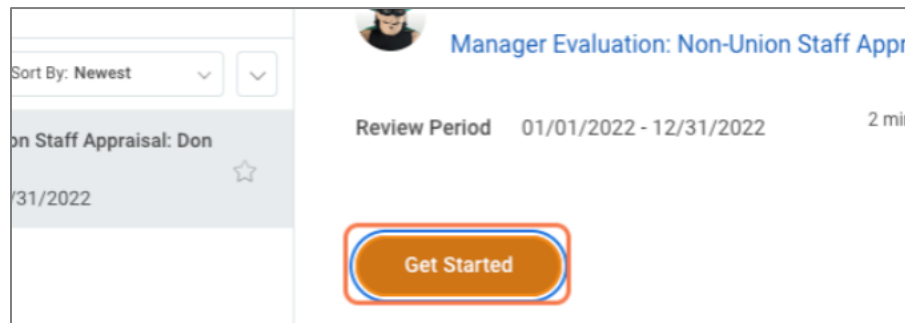


Performance Manager Evaluation Instructions

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 employee's self- evaluation on the right side. Complete each prompt by typing a response in the required **Answer** field for each section.
NOTE: Employees hired after October 1, 2022 were prompted to enter N/A for the Accomplishments and Professional Strengths section.

Complete Manager Evaluation
Manager Evaluation:
Non-Union Staff Appraisal:
Don Francisco
01/01/2022 - 12/31/2022

Accomplishments, Strengths, and Goals
Overall
Review and Submit

Question: Development - Please identify 3 areas for further development.
Manager Answer: Text
Employee Answer: Text

Question: Goals and Objectives - Please enter 3 goals or objectives you would like to accomplish for the upcoming year. Please enter goals or objectives supports USF's mission, vision and values.
Manager Answer: Text
Employee Answer: Text

Back Next Save for Later Close

If you require the employee to make any adjustments to the self-evaluation before completing the manager portion, go directly to the **Review and Submit** section on the left menu. Select **Send Back**. Enter a reason and select **Submit**.

Accomplishments, Strengths, and Goals
Overall
Review and Submit

Question: Professional Strengths - Please identify 3 professional
Manager Answer:
Employee Answer:

Question: Development - Please identify 3 areas for further develop
Manager Answer:
Employee Answer:

Question: Goals and Objectives - Please enter 3 goals or objective
Manager Answer:

Submit Send Back Save for Later

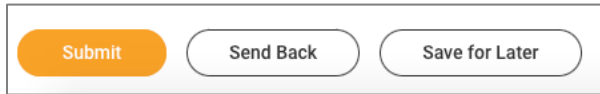
Send Back

To * USF Employee Self Evaluation

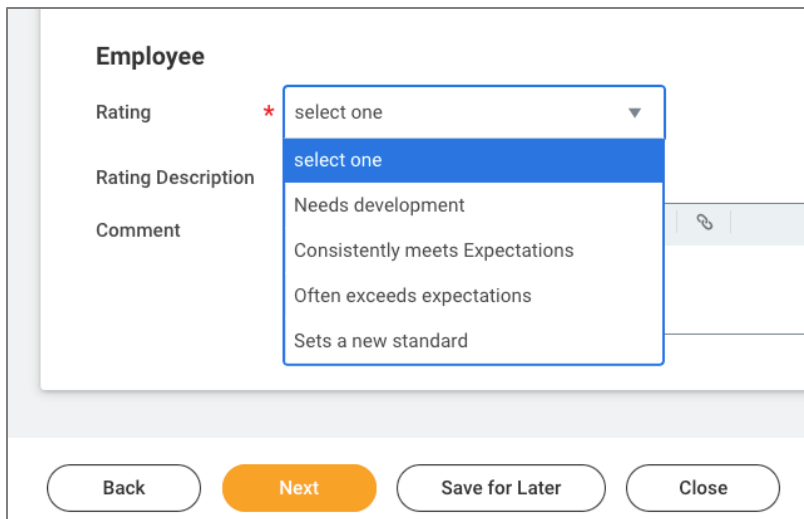
Reason *

Submit Cancel

4. **OPE ONLY:** If you need more time to complete evaluation, select **Save for Later**. Once all sections are completed select **Next**. After selecting next, review evaluation and either **Submit** or **Save for Later**. Once the manager evaluation is submitted it routes to the manager's manager to review and approve or send back.



5. **NON-UNION STAFF ONLY:** After selecting next, select a rating from the **Rating** drop down menu. **For employees 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 required.

A screenshot of a web form titled 'Employee'. The form has three main sections: 'Rating', 'Rating Description', and 'Comment'. The 'Rating' field is a dropdown menu with a red asterisk to its left. The dropdown is open, showing a list of options: 'select one' (highlighted in blue), 'Needs development', 'Consistently meets Expectations', 'Often exceeds expectations', and 'Sets a new standard'. To the right of the dropdown is a small icon of a chain link. Below the form are four buttons: 'Back', 'Next' (orange), 'Save for Later', and 'Close'.

Select **Save for Later** to save progress and continue process at a later time. Or select **Next**. The final step is to review self-evaluation and either **Submit, Send Back** or **Save for Later**. Once the evaluation is submitted it routes to the manager's manager to review and approve or send back.

- Once the manager’s manager approves, manager will receive the **Provide Manager Review Comments** task. The purpose of this task is to confirm a 1:1 meeting has taken place with the employee to review the evaluation and to acknowledge the evaluation. Select **Get Started**.

Provide Manager Review Comments Manager Evaluation: Non-Union Staff Appraisal: Don Francisco

Evaluated By Daniel Lawson 1 hour(s) ago - Effective 12/31/2022

Review Period 01/01/2022 - 12/31/2022

Please have 1:1 with the employee to review the evaluation ratings and click on the Acknowledge option to confirm.

Get Started

- Complete a final review of the evaluation and select **Next**.

Provide Manager Review Comments

Manager Evaluation: Non-Union Staff Appraisal: Don Francisco

01/01/2022 - 12/31/2022
Evaluated By: Daniel Lawson

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 a

Manager Employee
Answer Test Answer test

Question Professional Strengths - Please identify 3 professional strengths.

Manager Employee
Answer Test Answer test

Question Development - Please identify 3 areas for further development.

Manager Employee
Answer Test Answer test

Back **Next** Close

- 8. Manager should NOT select Submit until the 1:1 meeting has taken place with the employee.
- 9. Under the **Manager** section, select a **Status** from the dropdown. Select **Acknowledge Review without Comments** or **Acknowledge Review with Comments**.

Employee

Status *

Comment

- Acknowledge Review without Comments
- Acknowledge Review with Comments

- 10. **IMPORTANT NOTE:** Once this step is submitted the evaluation will be available to the employee to view. Please ensure 1:1 has been completed before selecting submit. You may generate a PDF version of the evaluation by selecting the **Print** icon.

Provide Manager Review Comments

Manager Evaluation:
Non-Union Staff Appraisal:
Don Francisco

Actions

01/01/2022 - 12/31/2022
Evaluated By: Daniel Lawson

Print

Summary

Acknowledgement

Select **Submit**. The evaluation will route to the employee to review and acknowledge evaluation.

Submit Save for Later

How to View a Completed Evaluation

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 a pdf once completed.

