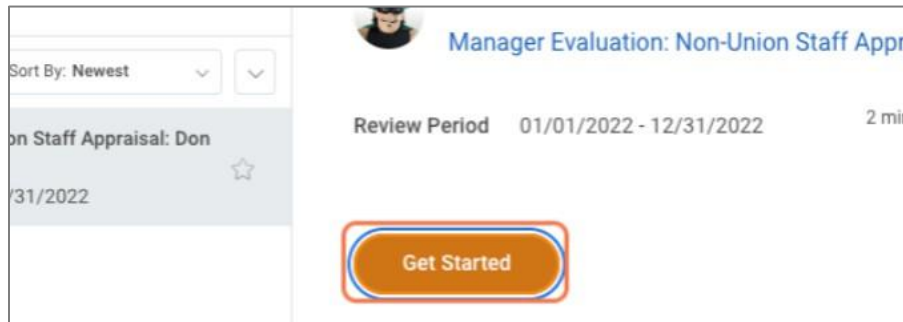


## Performance Evaluation Review Instructions

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**.

The screenshot displays a performance review interface. On the left is a blue sidebar with the following content:

- Review** (with a right arrow icon)
- Manager Evaluation: Non-Union Staff Appraisal: Heysoll Alvarez
- Actions
- 02/01/2023 - 03/01/2023
- Evaluated By: Mirella Sales
- Accomplishments, Strengths, and Goals (selected)
- Overall
- Summary

The main content area is titled "Accomplishments, Strengths, and Goals" and contains three sections:

- 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**
- Professional Strengths - Please identify 3 professional strengths.**
- Development - Please identify 3 areas for further development.**

Each section has a "Manager" and "Employee" column with "Answer" and "test" text. The "Goals and Objectives" section at the bottom asks for 3 goals or objectives for the upcoming year. At the bottom of the interface, there are two buttons: "Approve" (orange) and "Send Back" (white with orange border). These buttons are enclosed in a red rectangular box.

- 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.
- **IMPORTANT:** Any comments added during this process are visible only to the manager and not to 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.

