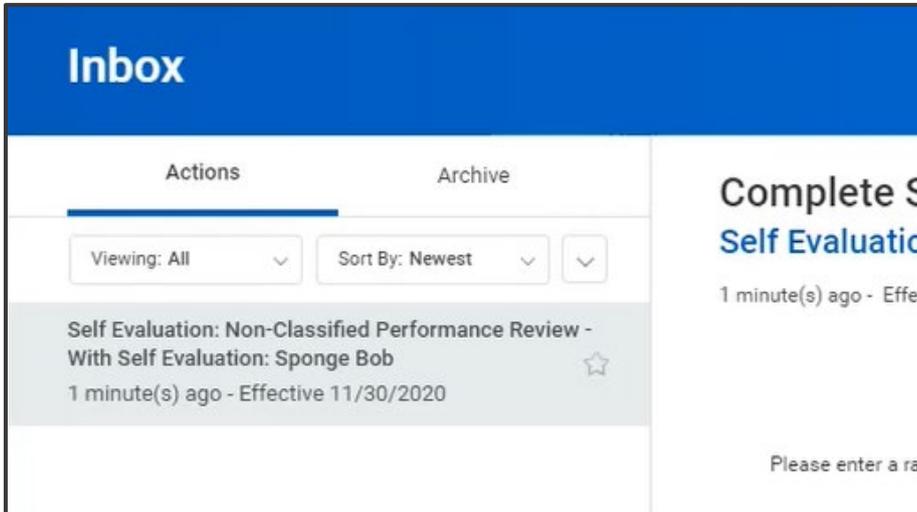


This job aid supports employees in completing the Self Evaluation as part of the Performance Review process.

COMPLETE SELF EVALUATION

From the Workday Inbox:

1. Select the **Self Evaluation** item.

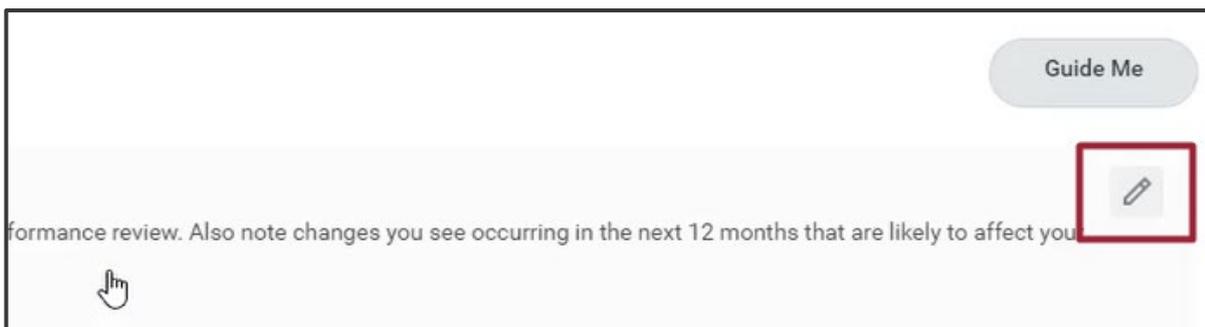


2. Choose the **Summary Editor** option to show all sections of the evaluation on one page.



 **Note:** The Guided Editor option can also be chosen to complete the review one section at a time.

3. Scroll to the **Performance Review and Planning** section.
4. Click the pencil icon to edit the section.



5. Enter comments in the **Answer** box.

Question

Section II - Major Contributions or Accomplishments: Note the significant contributions you have made since your completed, new ideas successfully implemented, or improvements that resulted in a decrease in mistakes, more m

Employee Evaluation

Answer

Normal | B | I | U | A | : | | | ↗

Developed new process to help the department.

6. Repeat steps 4 and 5 for each section.

7. Scroll to the **Competencies** section.

8. Click the pencil icon to edit the section.

Guide Me

formance review. Also note changes you see occurring in the next 12 months that are likely to affect you

✎

9. Enter comments in the **Comment** box.

- Actively identify new areas for learning; regularly creating and taking advantage of learning opportunities; knowledge and skill on the job and learning through their application.

Employee Evaluation

Comment

Normal | B | I | U | A | : | | | ↗

Completed Workday Training courses to gain additional knowledge.

10. Repeat steps 8 and 9 for each Competency.

11. Click **Submit**.

NEXT STEPS

Submitting the Self Evaluation sends the item to the manager for review and completion of the Manager Evaluation. Once the Manager Evaluation is complete, a discussion will be held to review the evaluation before completing the Performance Review process.