This job aid supports employees in acknowledging and providing comments for the evaluation portion of the Performance Review.

Acknowledge Employee Review

From the Workday Inbox:

1. Select the **Self Evaluation** item.
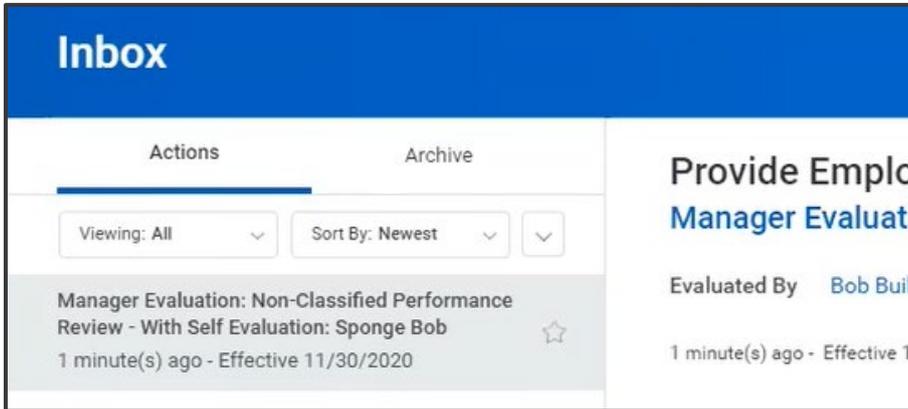
2. Click the pencil icon in the Acknowledgment section.

3. In the status menu, select to acknowledge the review either with or without comments.
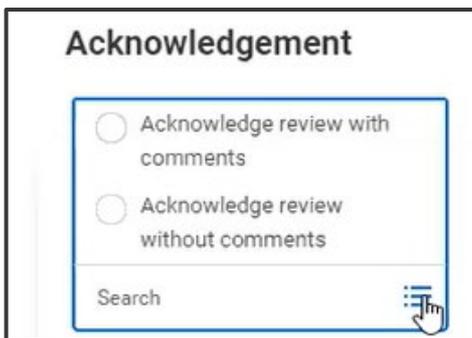
4. If the with comments option is selected, enter comments into the box provided.
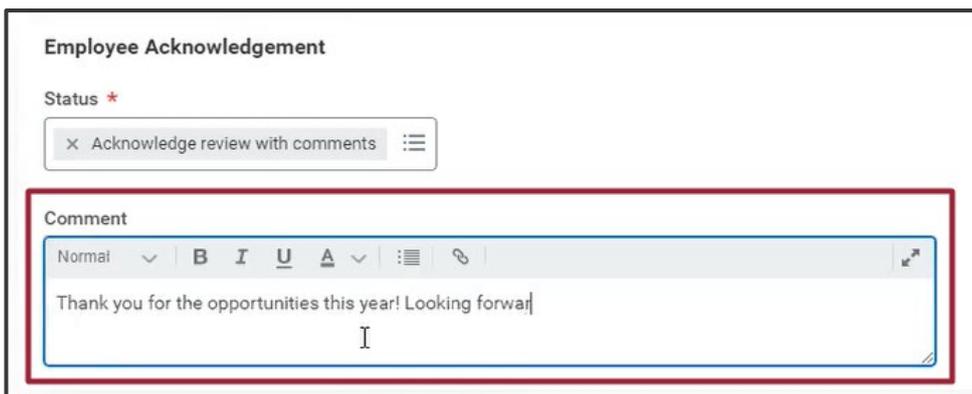
5. Click **Submit**.

NEXT STEPS

Submitting the acknowledgment without comments completes the Performance Review process.

Submitting the acknowledgment with comments will send the comments to the HR Partner for review before the process is completed.