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.

Acknowledgement		
Employee Acknowledgement	0	٦
Status *		
Comment		

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.

$ imes$ Acknowledge review with comments $\ ee ee$	
omment	
Normal V B I U A V III &	e <sup>n</sup>
Normal $\checkmark$   <b>B</b> I U A $\checkmark$   :=   $\%$   Thank you for the opportunities this year! Looking forwark	e <sup>2</sup>



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.

