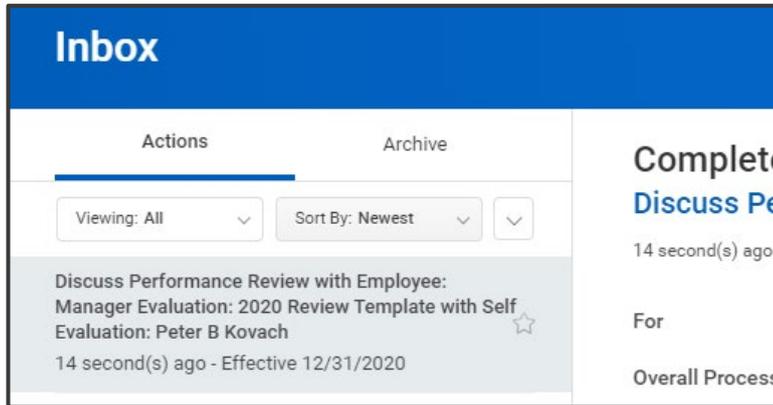


This job aid supports Manager role in discussing the Performance Review with the employee and submitting the review for employee acknowledgment as part of the Performance Review process.

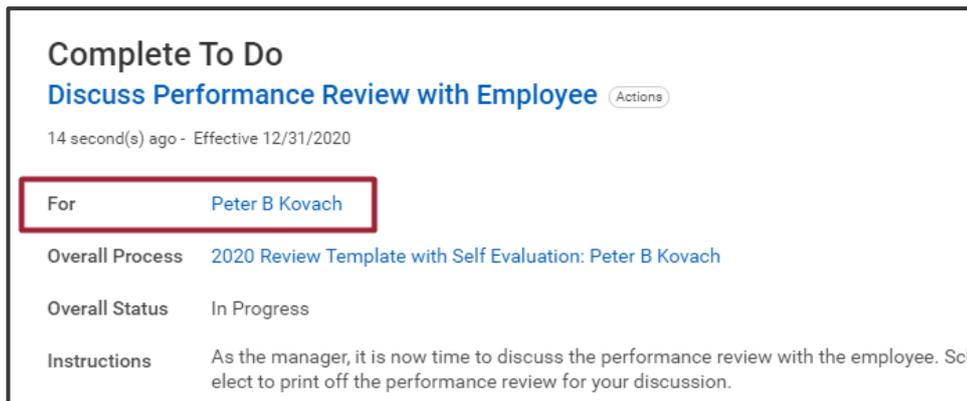
COUNSEL EMPLOYEE

From the Workday Inbox:

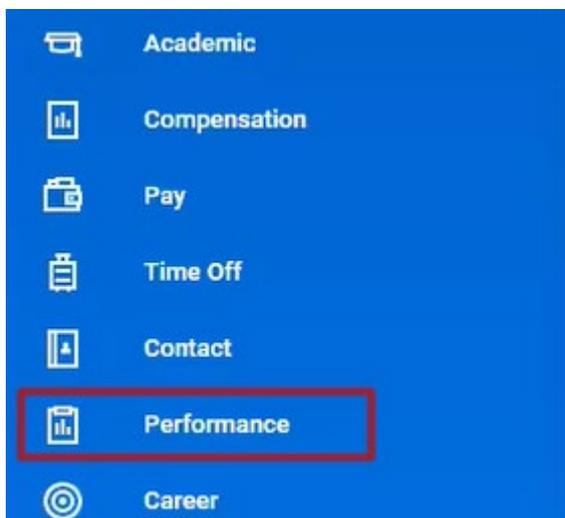
1. Select the **Discuss Performance Review with Employee** item.



2. Click the employee name in the inbox item.



3. From the left menu on the employee profile, select **Performance**.



4. Select the Performance Reviews tab.

- Click **View** to open a digital version of the review or **Create New PDF** to convert the review into a PDF file.

	Contains Hidden Sections	Review Period		Status	Awaiting	
		Start Date	End Date			
Review Template with Self Evaluation: Peter B Kovach	Yes	01/01/2020	12/31/2020	To Do: Discuss Performance Review with Employee	London Rachel Taylor	<input type="button" value="View"/> <input type="button" value="Create New PDF"/>

- Discuss the Performance Review with the employee.



Note: Discussion with the employee should be completed prior to submitting the inbox item. Submitting the inbox item will forward the review to the employee for acknowledgment.

- After completion of the employee discussion, return to the inbox item and click **Submit**.

Complete To Do
[Discuss Performance Review with Employee](#) Actions
 4 minute(s) ago - Effective 12/31/2020

For [Peter B Kovach](#)

Overall Process [2020 Review Template with Self Evaluation: Peter B Kovach](#)

Overall Status In Progress

Instructions As the manager, it is now time to discuss the performance review with the employee. Schedule a time with your employee. You will select to print off the performance review for your discussion.

Follow the below instructions on how to pull up the review during your meeting.
 Step 1: Click on the employee's name above
 Step 2: Navigate to the Performance section of the worker profile and select that tab
 Step 3: Click on the performance review tab
 Step 4: To view on screen - click on View next to the performance review to be discussed
 To create a PDF = click Create New PDF to generate a printable document of the review

Once you have discussed the evaluation with the employee, return to this inbox item and submit. This will send the evaluation to the employee.

 enter your comment

NEXT STEPS

Submitting the Discuss Performance Review step sends the completed Performance Review to the employee for acknowledgment and comments.