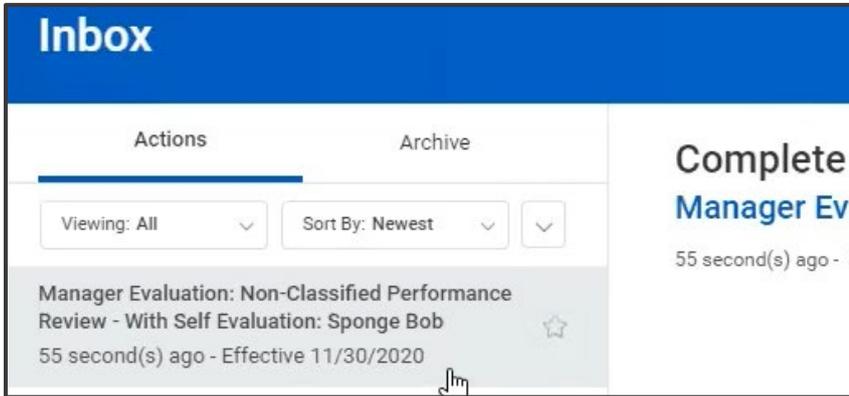


This job aid supports Manager roles in completing the Manager Evaluation as part of the Performance Review process.

Complete Manager Evaluation

From the Workday Inbox:

1. Select the **Manager Evaluation** item.

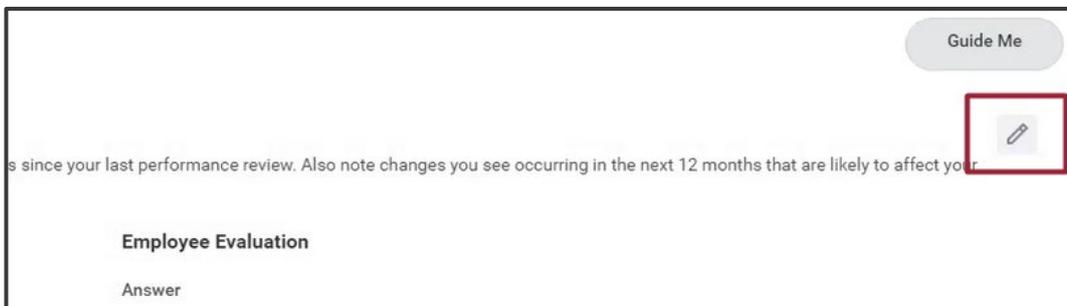


2. Choose the **Summary Editor** option to show all sections of the evaluation on one page.



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

3. Scroll to the **Responsibilities** section.
4. Click the pencil icon to edit the section.



5. Enter Weighting amount.

 **Note:** Total weighting of all Responsibilities must equal 100.

6. Select a Rating from the drop down menu.

Manager Evaluation

Rating *

select one

select one

Unsatisfactory

Needs Improvement

Satisfactory

Above Average

Exceed Standards

7. Enter comments in the Comment box.

Rating *

Above Average

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, ke
Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limit

Comment *

Normal | B | I | U | A | : | |

Great job taking on new responsibilities this year!

8. Repeat steps 4 through 7 for each section.

9. In the **Summary** area, enter overall comments for the Responsibilities section.

Summary

Manager Evaluation

Employee Evaluation

Comment *

Normal | B | I | U | A | : | |

Solid performance this year with innovation and drive!

Comment

10. Scroll to the **Performance Review and Planning** section.

11. Click the pencil icon to edit the section.

Guide Me

is since your last performance review. Also note changes you see occurring in the next 12 months that are likely to affect your

Employee Evaluation

Answer

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

Performance Review and Planning

Question
Section I - Reviewing the Job Requirements: Note any important changes in your job responsibilities since your last performance review. Also note changes you see occurring in the next 12 months that are likely to affect your job responsibilities.

Manager Evaluation **Employee Evaluation**

Answer * Answer

Normal | B | I | U | A | : | | ↗

Good job taking on new responsibilities this year.

 **Note:** If the employee self-evaluation template was chosen, any employee responses will be shown side by side with the manager response section.

13. Repeat steps 11 and 12 for each section.

14. Scroll to the **Competencies** section.

15. Click the pencil icon to edit the section.

Guide Me

... since your last performance review. Also note changes you see occurring in the next 12 months that are likely to affect your

Employee Evaluation

Answer

16. Enter comments.

Manager Evaluation **Employee Evaluation**

Comment * Comment

Normal | B | I | U | A | : | | ↗

Excellent job taking on new responsibilities and adapting!

Always very encouraging c...

17. Repeat steps 15 and 16 for each Competency.

18. Scroll to the **Overall** section.

19. Enter overall comments for the manager review.

Manager Evaluation

Rating

Above Average

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key c
Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited

Comment *

Normal ▾ | **B** | *I* | U | A ▾ | ☰ | 🔗 | ↗

Great year for you, love having you on the team!
Keep up the great work!

20. Click **Submit**.

NEXT STEPS

Submitting the Manager Evaluation sends the item to the HR Partner for review and approval.