Quick Reference Guide: Midyear Performance Review (Employee)

Keep in mind

- Your manager will be able to see all information that you enter on your performance review.
- Once you and your manager finish your performance review in Workday, your manager is expected to review the review with you in person.

Information Needed

- Personal goal comments and ratings

Steps:

1. When you receive your annual performance review, it will go to your Workday inbox. To open your inbox, click on the cloud icon in the upper right-hand corner of Workday.

2. Select the task titled Self Evaluation: UChicago Midyear Performance Review. To complete one step at a time, select Go to Guided Editor on the left.
3. The first step of the performance review is **Goal Setting & Results Achievement**. You should see all of your goals from the year displayed under this section. In order to give yourself a rating, click on the **Edit** icon ( ) for each goal on the right-hand side of the screen and fill out the **Rating** and **Comment** fields under **Employee Evaluation**.

Tip: Only goals that were entered and approved by your manager **before** the midyear review was launched will be visible and included. If you do not see your goals in the review template, they can be re-entered or selected directly into the review template by selecting the **Add** button.

If your manager did not approve the goals you previously entered, **you** select Use Existing Goal check box and All Valid Goals for Selection menu option to display your goals. This will prevent you from needing to retype the goals.
4. At the bottom of the screen, under **Summary**, you will see an average of the ratings for all of your goals. If you would like to change the overall rating, click on the **Edit** icon ( ), check the **I want to change the Rating** box, and select a new rating in the **Rating** field. Please note that this will **not** change the Calculated Rating.

![Summary](image)

5. Click **Next**

6. You will see a final page that displays all of your responses. You can use the **Edit** icon ( ) on any section to change your responses. When you are satisfied with your responses, click **Submit**.

7. Your performance review will then route to your manager for their review and comments. Expect your manager to schedule time to discuss your review in person.