

Quick Reference Guide: *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 milestones, 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 Performance Review**. To complete one step at a time, select **Go to Guided Editor** on the left. To complete all of the performance review steps on one page, select **Go to Summary Editor** on the right.

Complete Self Evaluation [Self Evaluation: UChicago Performance Review Template: 2016-2017:](#)   

[Eleanor Roosevelt](#) 

4 hour(s) ago - Effective 06/30/2017 Review Period
07/01/2016 - 06/30/2017


[Go to Guided Editor](#)
A simple step-by-step guide


[Go to Summary Editor](#)
Edit everything on one page

Quick Reference Guide: *Performance Review (Employee)*

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**.

Employee Evaluation

Rating

Comment

Format **B** **I** **U** **A**

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

Employee Evaluation

Rating

Consistently meets and frequently exceeds goals and expectations. Delivers results that are beyond the scope of the current role and responsibilities. Produces results that involve extra, unique or innovative contributions and solutions. Frequently demonstrates behaviors within and above competency expectations. (Workday generated rating. Click to override.)

I want to change the Rating:

Calculated Rating
 4

Overall Rating Weight
 100

Quick Reference Guide: *Performance Review (Employee)*

5. If you are in Guided Editor mode, click  to move to the next step. If you are in Summary Editor mode, scroll down.
6. The next step of the performance review is **Self-Assessment**. You will see a series of questions; in order to answer each one, click on the **Edit** icon () and type your answer in the **Answer** text box.
7. When you are finished, click  or scroll down to move to the next step.
8. The next step of the performance review is **Feedback**. This section allows you to see all of the feedback you have received in the past year. This is for your reference only; you do not have to take any action on this page. When you are finished reviewing your feedback (in Guided Editor mode), click  to move to the next step.
9. Once you have completed all the sections of the performance review, you will see a final page that displays all of your previous responses. You can use the **Edit** icon () on any section to change your responses. When you are satisfied with your responses, click .
10. 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. Once this meeting is completed, you will receive a final step in your Workday inbox asking you to acknowledge that you have discussed your review with your manager.