# Performance Management - Employee Self Evaluation — International

The Workday Security role needed to perform these tasks is / are:

- Employee

> The design and appearance of Workday may be different than some of the visual components described within the job aid due to system updates.

## End-of-Year Performance Review in Workday

The **Performance Review Process** is a cyclical process that begins with **Setting Goals** and ends with an **End-of-Year Performance Review**.

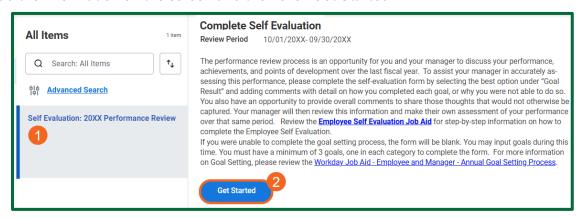The **End-of-Year Performance Review** is broken into four parts:

1. Employee Self Evaluation
2. Manager Evaluation
3. Manager / Employee Discussion
4. Manager / Employee Acknowledgements

**This job aid describes the steps taken to perform the *Employee Self Evaluation.***

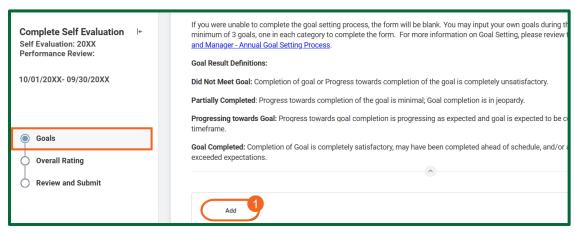# Performance Management - Employee Self-Evaluation — International

## Initiation

1. From **My Tasks,** access the **Self Evaluation: 20XX Performance Review** task.
2. Read the information on the screen and then click **Get Started**.

**All Items**                                                              1 item

> **Complete Self Evaluation**
> **Review Period**        10/01/20XX- 09/30/20XX
>
> The performance review process is an opportunity for you and your manager to discuss your performance, achievements, and points of development over the last fiscal year.  To assist your manager in accurately assessing this performance, please complete the self-evaluation form by selecting the best option under "Goal Result" and adding comments with detail on how you completed each goal, or why you were not able to do so. You also have an opportunity to provide overall comments to share those thoughts that would not otherwise be captured. Your manager will then review this information and make their own assessment of your performance over that same period.   Review the **Employee Self Evaluation Job Aid** for step-by-step information on how to complete the Employee Self Evaluation.
> If you were unable to complete the goal setting process, the form will be blank. You may input goals during this time. You must have a minimum of 3 goals, one in each category to complete the form.  For more information on Goal Setting, please review the **Workday Job Aid - Employee and Manager - Annual Goal Setting Process**.
>
> **Get Started**

## Goals

1. Scroll to the bottom of the **Goals** screen and click the **Add** button. The **Self Evaluation** will open.

> **Complete Self Evaluation**        |←
> **Self Evaluation: 20XX Performance Review:**
>
> 10/01/20XX- 09/30/20XX
>
> ○ **Goals**
> ○ **Overall Rating**
> ○ **Review and Submit**
>
> If you were unable to complete the goal setting process, the form will be blank. You may input your own goals during the minimum of 3 goals, one in each category to complete the form.  For more information on Goal Setting, please review and Manager - Annual Goal Setting Process.
>
> **Goal Result Definitions:**
>
> **Did Not Meet Goal:** Completion of goal or Progress towards completion of the goal is completely unsatisfactory.
>
> **Partially Completed**: Progress towards completion of the goal is minimal; Goal completion is in jeopardy.
>
> **Progressing towards Goal:** Progress towards goal completion is progressing as expected and goal is expected to be c timeframe.
>
> **Goal Completed:** Completion of Goal is completely satisfactory, may have been completed ahead of schedule, and/or exceeded expectations.
>
> **Add**

2. Enter the **Goal** and **Description**.

> You may input the goals from the **Paper Goal Setting and Alignment** form, or you may add new goals. You need to have at least **one (1)** goal for **each Category**.
>
> Do **NOT** choose to **Add Existing** goal.

3. In the **Category** field, use the **Prompt** icon to choose the **Category** associated with the **Goal** and **Description** for the current Performance Management year.
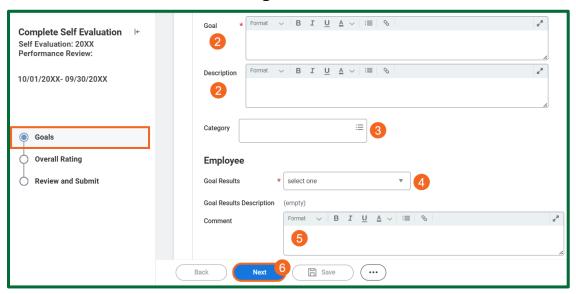4. Use the drop-down option to select a **Goal Result** for each goal.

> **Goal Result Definitions:**
>
> - **Did Not Meet Goal**: Completion of goal or Progress towards completion of the goal is completely unsatisfactory.
>
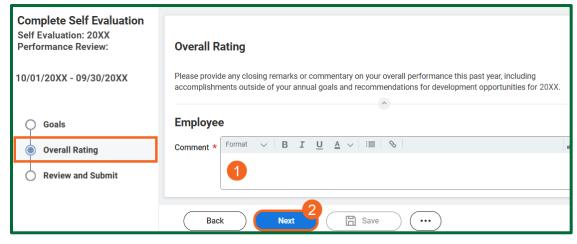> - **Partially Completed:** Progress towards completion of the goal is minimal; Goal completion is in jeopardy.

amentum

- **Progressing towards Goal**: Progress towards goal completion is progressing as expected and goal is expected to be completed within specified timeframe.

- **Goal Completed**: Completion of Goal is completely satisfactory, may have been completed ahead of schedule, and/or achievement of goal may have exceeded expectations.

5. Enter updates in the **Comment** field for each goal to support the chosen **Goal Result**.

6. Select **Next** to continue to the **Overall Rating**.



## Overall Rating

1. Please provide any closing remarks or commentary on your overall performance this past year, including accomplishments outside of your annual goals and recommendations for development opportunities for 20XX in the **Comment** box.

2. Select **Next** to continue to the **Review and Submit**.



## Review and Submit

1. Review the **Goals** and **Overall Rating**. Once complete, click **Submit**.

**Up Next:** The form will route to your **Manager** for their review.