

Complete Self Evaluation: Annual Performance Review

In Workday, the annual review process starts with the **Self Evaluation: Annual Performance Review**. Employees will receive an item in their Workday Inbox alerting them to complete their self-assessment. At this time, employees can update goals, provide self-ratings and add comments directly in the Review Template.

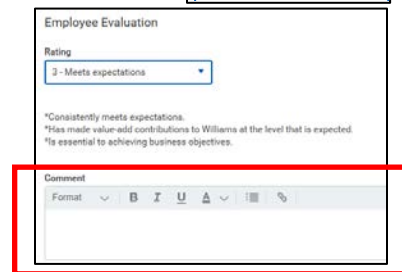
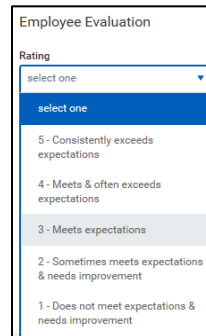
1. To get started, select the Workday inbox item titled **Self Evaluation: Annual Performance Review**.



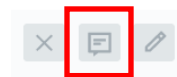
Assess Goals

When you open the template, you will see your goals listed.

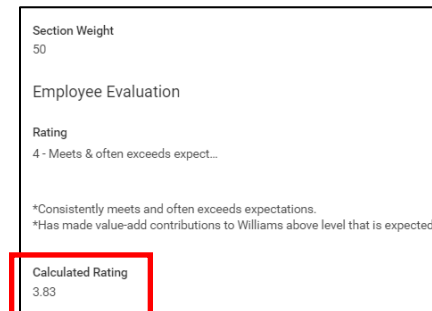
2. **Rating.** Click directly on each goal. For each goal:
 - a. Edit any goal components (e.g., status, description, etc.) as needed
 - b. Select the Rating you feel represents your performance against that goal thus far
3. **Comments:** Document your accomplishments either...
 - a. In the comment box



- b. In the goal's Activity Stream (click the comment box icon in the upper right)



4. Save your edits or additions by clicking the check mark or by clicking anywhere on the screen outside the fields you're editing. Move on to the next goal in your list.
5. Once you have completed your self-assessment on each of your Goals, you will see the **Calculated** rating for that section based upon the weightings of your goals and ratings you selected.



6. Click **Next** to move to the next page.



Assess Competencies

Williams' seven core competencies are reflected.

- Rating.** Click on the first competency, *Action oriented*. Review the description and select the Competency Rating that best represents how you have demonstrated that competency.

Competency
Action oriented

Category
Taking Initiative

Description
Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

- Drives others to take timely action.
- Identifies and seizes new opportunities that benefit the business.
- Instills a can-do attitude in others.
- Pushes team or others to take action on new challenges.

Employee Evaluation

Competency Rating
select one
5 - Exceeds expectations
3 - Meets expectations
1 - Needs improvement

Comments

- Comments.** Provide examples of how you've demonstrated that competency at the rating level you have chosen. The **Behavior** section provides context regarding what is expected at your level for that selected rating.

Note. If you're an individual contributor, two sets of behaviors will be presented. Refer to the one that corresponds to the ladder/level of your current role.

- Save your edits or additions by clicking the check mark or by clicking anywhere on the screen outside the fields you're editing. Move on to the next competency.

Employee Evaluation

Competency Rating
3 - Meets expectations

Behavior
Ladder/levels B1-B2, T1-T2, P1-P2: Takes on work and assignments with enthusiasm and a can-do attitude. Identifies what needs to be done and acts to meet immediate needs. Starts work quickly enough to meet deadlines. Attempts to resolve routine problems without asking for help.
Ladder/levels B3-B5, T3-T5, P3-P5: Takes action on important issues in a timely manner. Identifies and pursues new opportunities when they arise, grasping the major benefits to the organization. Takes on difficult issues and challenges in a timely manner. Takes the initiative to fix the problems that arise.

- Once you have completed your self-assessment on each of your competencies, you will see the **Calculated** rating for that section. This Calculated rating will be used in the calculation of your Overall Rating.

Employee Evaluation

Competency Rating
3 - Meets expectations

Behavior

Calculated Competency Rating
3.57

Section Weight
50

- Click **Next** to move to the next page.

Feedback Received


12. If you have received any feedback in Workday this year, it will appear on this page for your review. Click the number to review any feedback previously received from others.

Feedback Received ▾

< >

All Feedback

Anytime Feedback 1

Date	From	Feedback	Badge
08/22/2019 11:13:49.348 AM	Brad Church	Great work, Paige, on your expertise, collaboration, and project management in getting the organization to a crisp, actionable set of core competencies. This work will be critical in developing our talent, including our next generation of leaders.	 Drives for Results



13. Click **Next** to move to the next page.

Review and Submit Self Evaluation: Annual Performance Review

14. The final page is a summary review of your goals and competencies along with the comments and ratings you have entered. Click **Submit** when you are finished and ready to send the template to your leader. You can also choose **Save for Later** to come back to it at any time.

Submit Save for Later Close