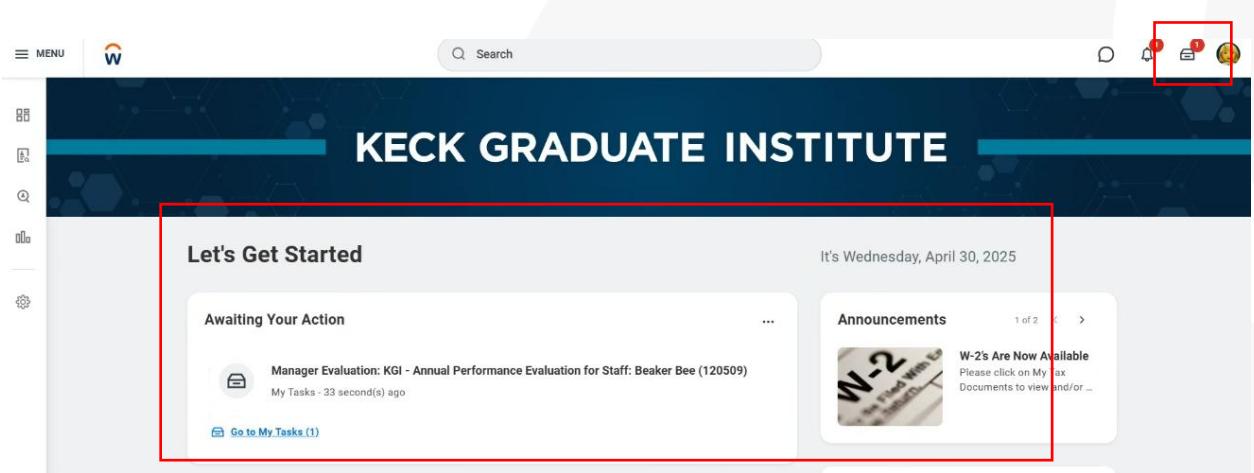


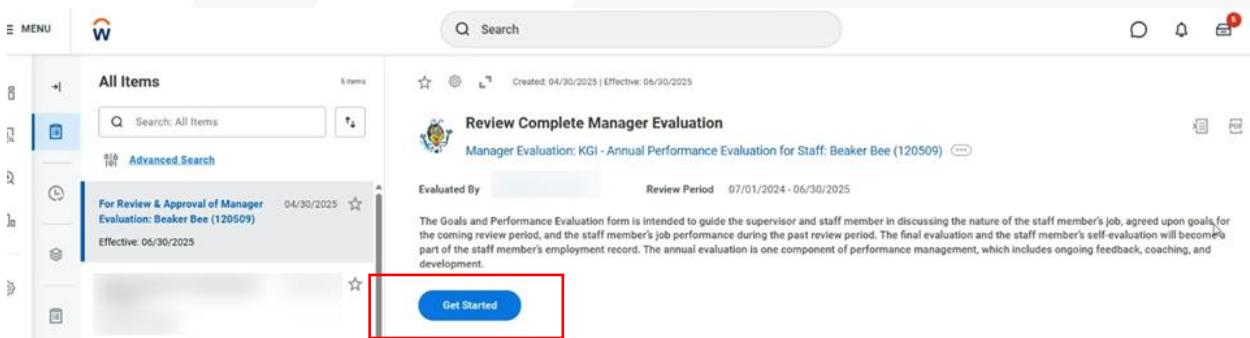
Manager and Cabinet Level Supervisor: Completing the Final Review in Workday (Step by Step Guide)

1. Go to your **Awaiting your Action** tasks, you can also click your **Inbox** in the top right corner to the left of your picture.



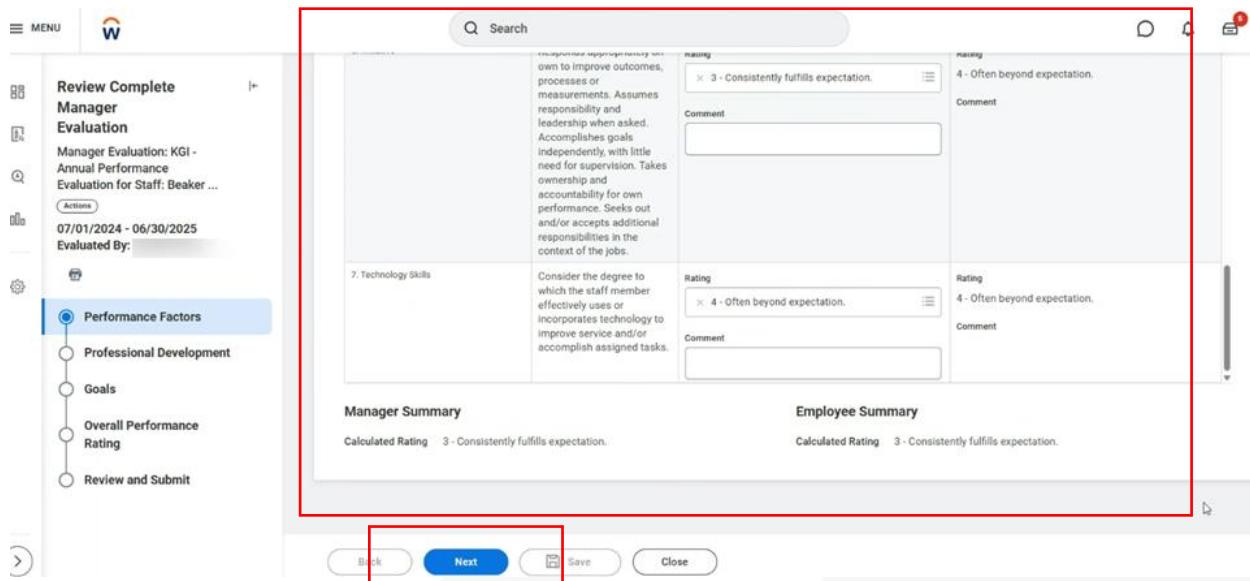
The screenshot shows the Workday home screen. At the top, there is a search bar and a menu icon. On the right, there are user profile icons. A red box highlights the 'Awaiting Your Action' section, which contains a task for a 'Manager Evaluation'. Another red box highlights the 'Announcements' section, which shows a message about W-2 forms.

2. Click on the Task and once you are ready to begin your evaluation, click on **Get Started**:



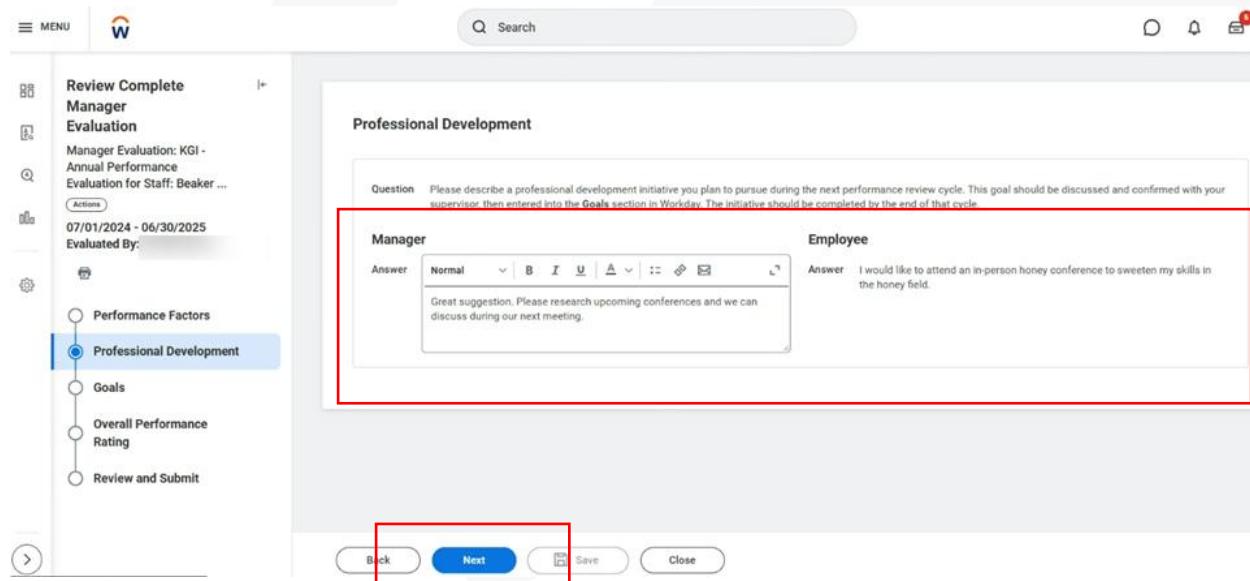
The screenshot shows a task detail screen for a 'Manager Evaluation'. The task is titled 'Review Complete Manager Evaluation' and is for 'Beaker Bee'. A red box highlights the 'Get Started' button at the bottom of the task details.

3. Review the employee's ratings and comments on their performance factors, and their direct supervisor's ratings and comments, then click **Next**:



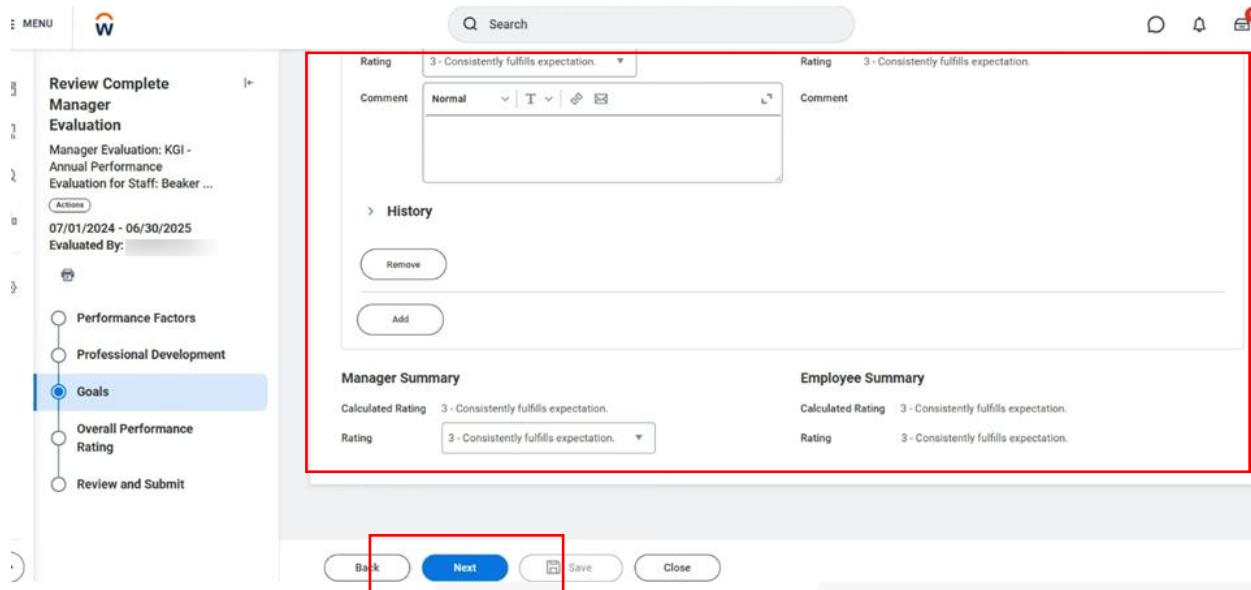
The screenshot shows the 'Performance Factors' section of the Workday interface. A red box highlights the 'Technology Skills' rating section, which includes a description of the skill, a rating dropdown (set to '3 - Consistently fulfills expectation.'), and a comment field. Another red box highlights the 'Next' button at the bottom of the screen.

4. Evaluate the employee's **Professional Development Goal** and review their direct supervisor's feedback, and click **Next**:



The screenshot shows the 'Professional Development' section of the Workday interface. A red box highlights the 'Employee' feedback area, which shows a suggestion from the employee: 'I would like to attend an in-person honey conference to sweeten my skills in the honey field.' Another red box highlights the 'Next' button at the bottom of the screen.

5. Review the employee's ratings and comments on their goals, and their direct supervisor's ratings and comments, and click **Next**:



Review Complete Manager Evaluation

Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker ...

07/01/2024 - 06/30/2025 Evaluated By: [Redacted]

Performance Factors

Professional Development

Goals

Overall Performance Rating

Review and Submit

Rating: 3 - Consistently fulfills expectation.

Comment: Normal

History:

Manager Summary:

Calculated Rating: 3 - Consistently fulfills expectation.

Rating: 3 - Consistently fulfills expectation.

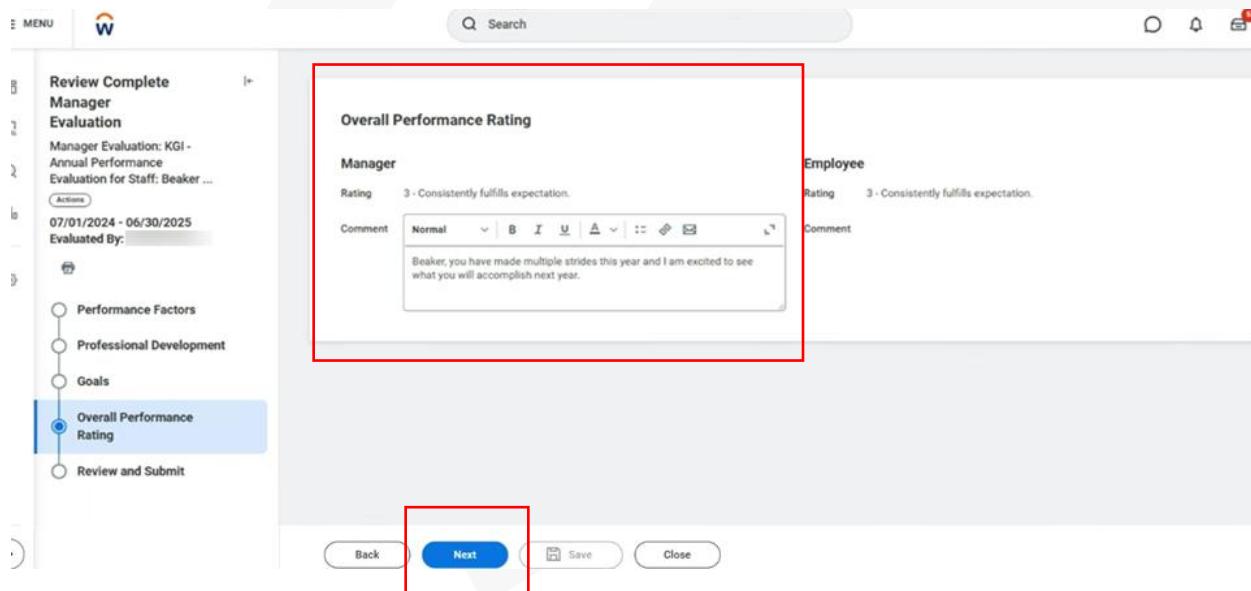
Employee Summary:

Calculated Rating: 3 - Consistently fulfills expectation.

Rating: 3 - Consistently fulfills expectation.

Back **Next** Save Close

6. Workday automatically generates an overall performance rating based on the ratings entered by the supervisor. Review their comments, click **Next**:



Review Complete Manager Evaluation

Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker ...

07/01/2024 - 06/30/2025 Evaluated By: [Redacted]

Performance Factors

Professional Development

Goals

Overall Performance Rating

Review and Submit

Manager:

Rating: 3 - Consistently fulfills expectation.

Comment: Beaker, you have made multiple strides this year and I am excited to see what you will accomplish next year.

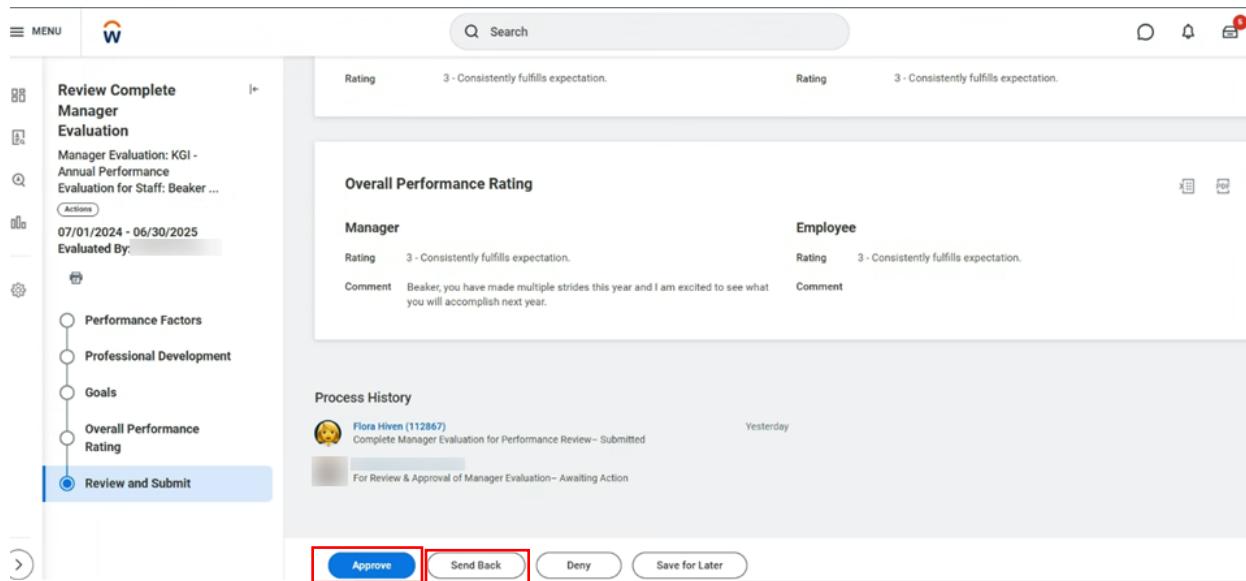
Employee:

Rating: 3 - Consistently fulfills expectation.

Comment:

Back **Next** Save Close

7. You can either **Approve** the evaluation or **Send Back** for revisions from either the employee or their direct supervisor:



Review Complete Manager Evaluation

Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker ...

07/01/2024 - 06/30/2025 Evaluated By:

Performance Factors, Professional Development, Goals, Overall Performance Rating

Overall Performance Rating

Manager

Rating: 3 - Consistently fulfills expectation.

Comment: Beaker, you have made multiple strides this year and I am excited to see what you will accomplish next year.

Employee

Rating: 3 - Consistently fulfills expectation.

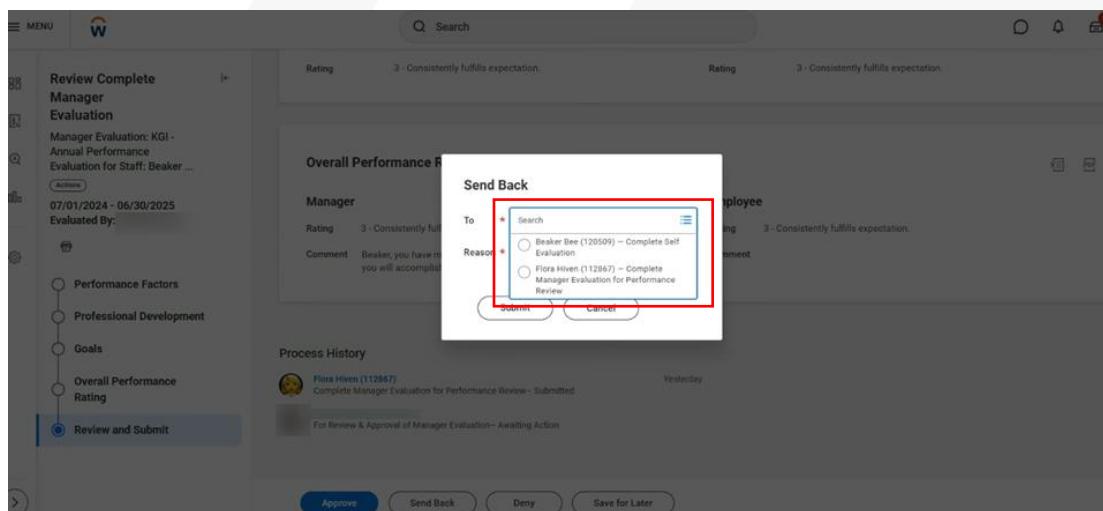
Comment: Beaker, you have made multiple strides this year and I am excited to see what you will accomplish next year.

Process History

Flora Hiven (112867) Complete Manager Evaluation for Performance Review - Submitted Yesterday

For Review & Approval of Manager Evaluation - Awaiting Action

Approve, Send Back, Deny, Save for Later



Review Complete Manager Evaluation

Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker ...

07/01/2024 - 06/30/2025 Evaluated By:

Performance Factors, Professional Development, Goals, Overall Performance Rating

Overall Performance Rating

Manager

Rating: 3 - Consistently fulfills expectation.

Comment: Beaker, you have made multiple strides this year and I am excited to see what you will accomplish next year.

Employee

Rating: 3 - Consistently fulfills expectation.

Comment: Beaker, you have made multiple strides this year and I am excited to see what you will accomplish next year.

Process History

Flora Hiven (112867) Complete Manager Evaluation for Performance Review - Submitted Yesterday

For Review & Approval of Manager Evaluation - Awaiting Action

Approve, Send Back, Deny, Save for Later

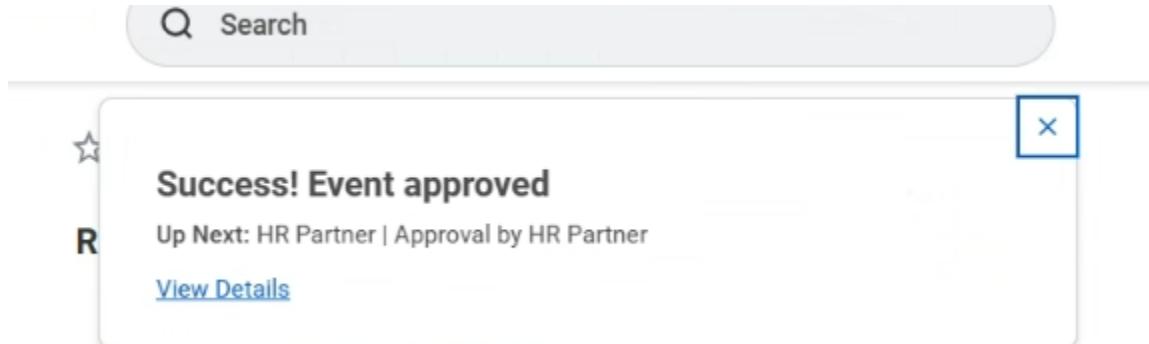
Send Back

To: Beaker Bee (120599) - Complete Self Evaluation
Flora Hiven (112867) - Complete Manager Evaluation for Performance Review

Reason:

Submit, Cancel

8. Once you approve and **Submit** the evaluation, it will go to Human Resources to ensure the evaluation is properly completed and includes all required sections:



Success! Event approved

Up Next: HR Partner | Approval by HR Partner

[View Details](#)