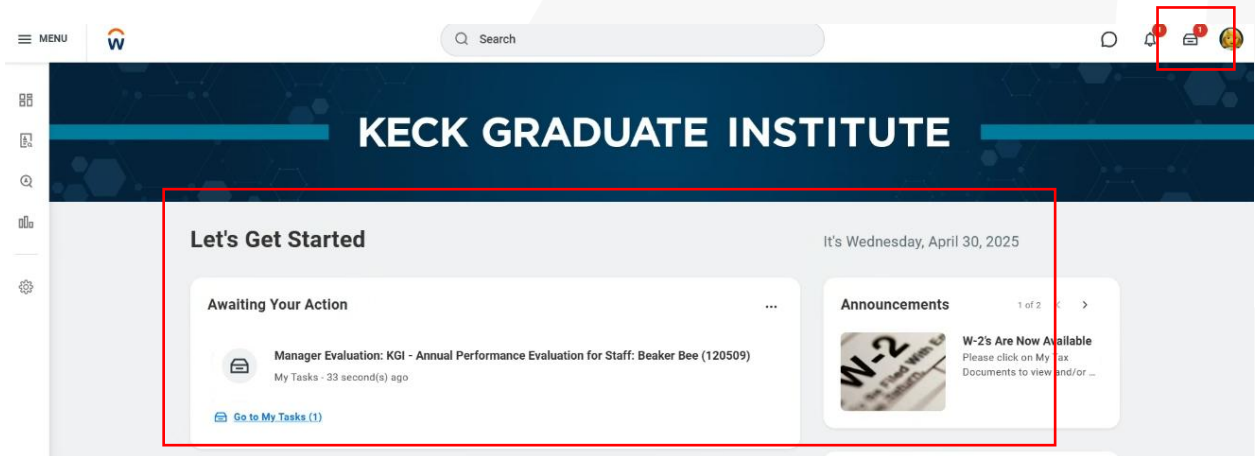
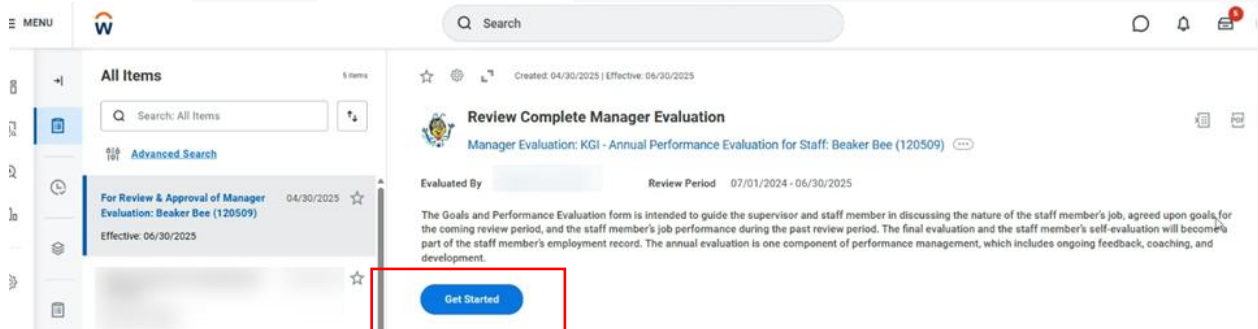


## Manager and Cabinet Level Supervisor: Completing the Final Review in Workday (Step by Step Guide)

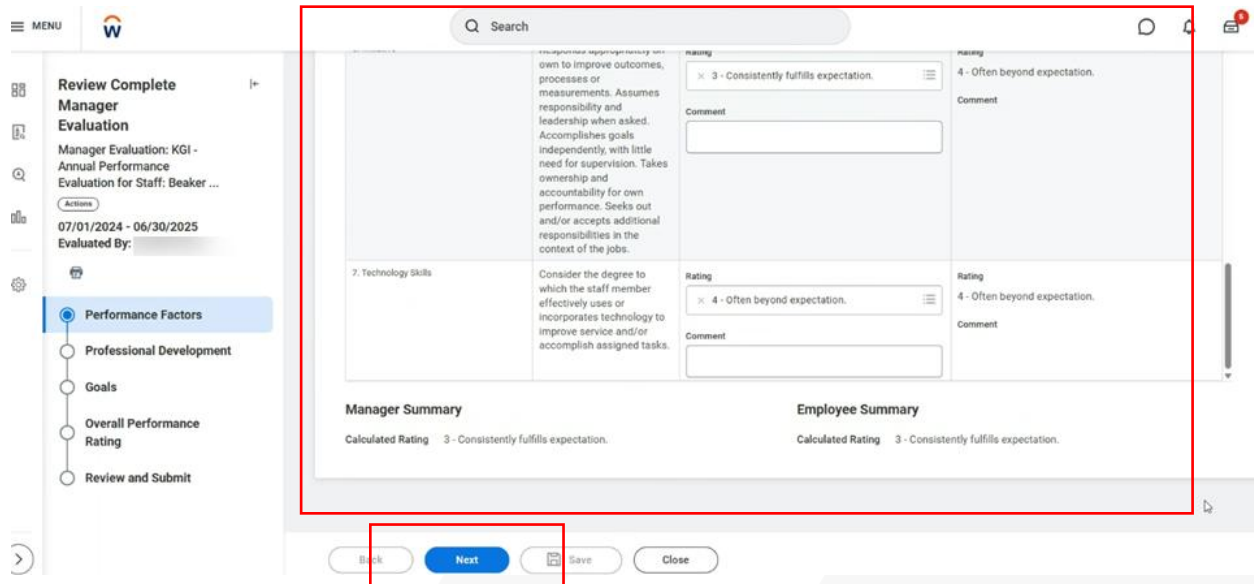
1. Go to your **Awaiting your Action** tasks, you can also click your **Inbox** in the top right corner to the left of your picture.



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

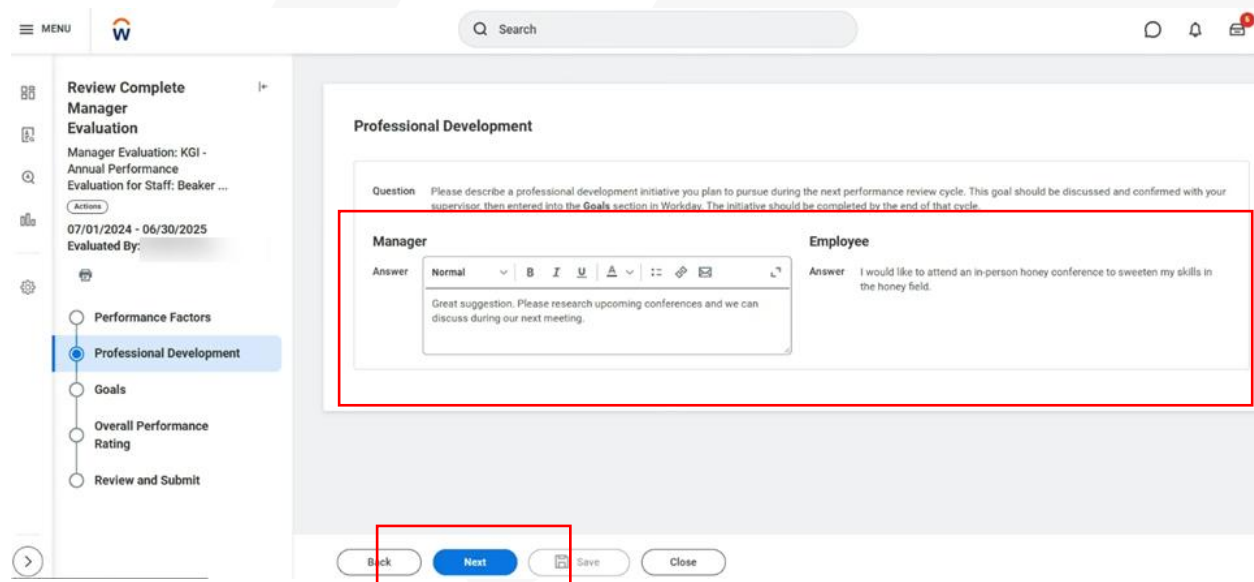


- Review the employee's ratings and comments on their performance factors, and their direct supervisor's ratings and comments, then click **Next**:



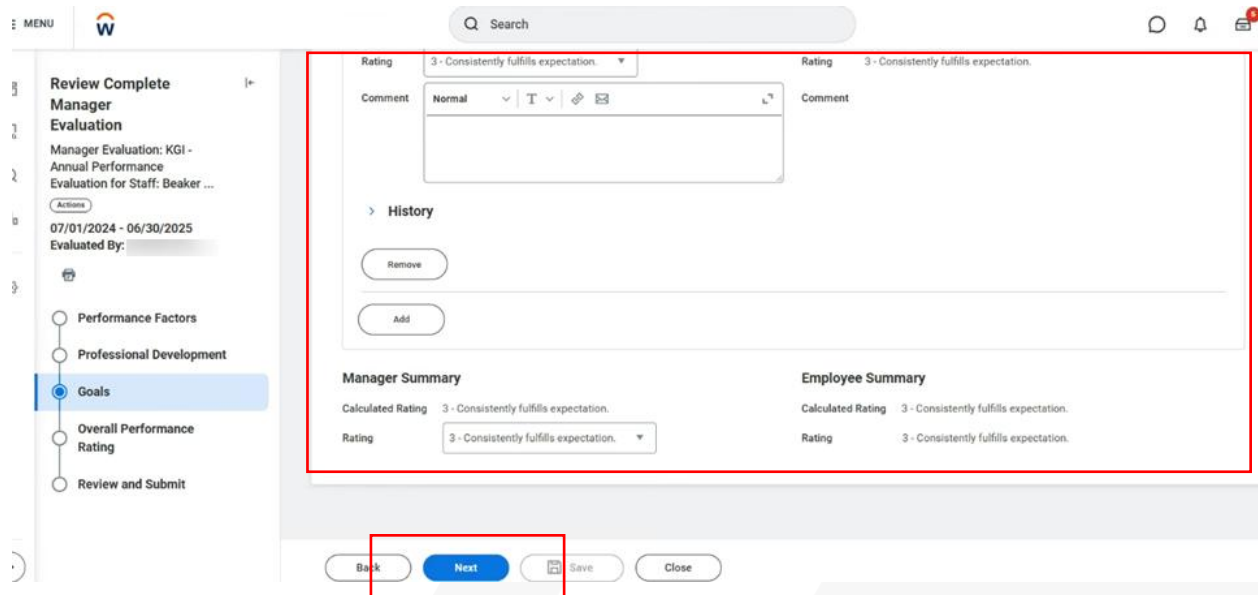
The screenshot shows the 'Review Complete Manager Evaluation' interface. On the left, a sidebar lists navigation options: Performance Factors (selected), Professional Development, Goals, Overall Performance Rating, and Review and Submit. The main content area displays a table of performance factors with ratings and comments. Below the table, there are 'Manager Summary' and 'Employee Summary' sections, both showing a 'Calculated Rating' of '3 - Consistently fulfills expectation.' At the bottom, a red box highlights the 'Next' button in the navigation bar.

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

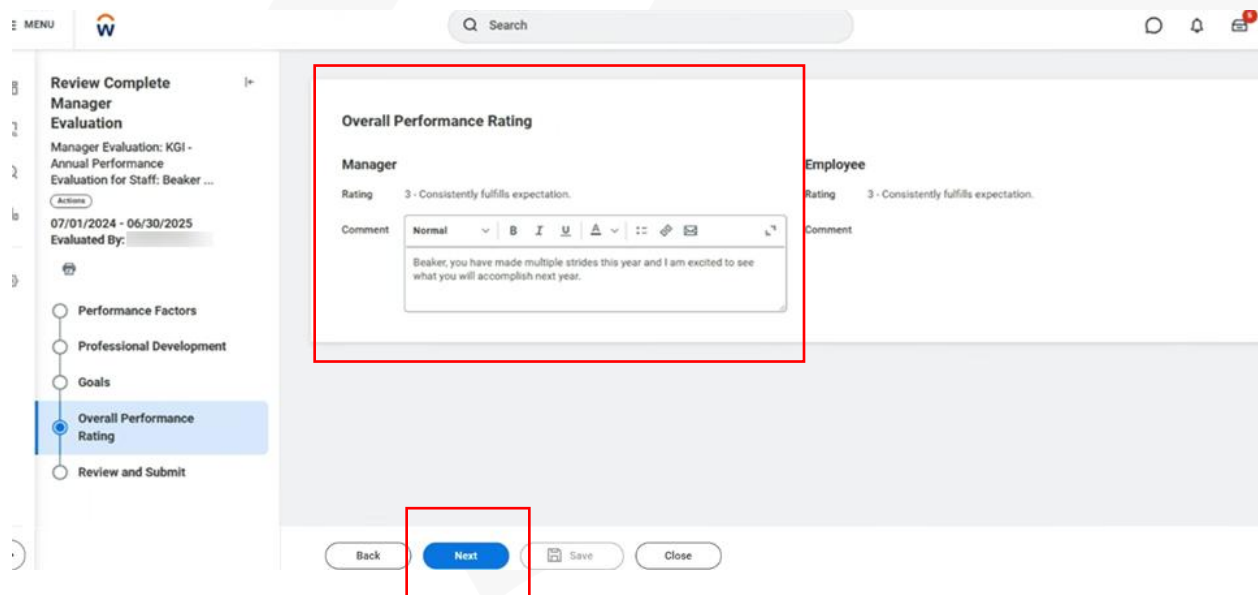


The screenshot shows the 'Professional Development' section of the evaluation. It features a 'Question' field with a prompt to describe a professional development initiative. Below this, there are two columns for 'Manager' and 'Employee' answers. The Manager's answer is 'Great suggestion. Please research upcoming conferences and we can discuss during our next meeting.' The Employee's answer is 'I would like to attend an in-person honey conference to sweeten my skills in the honey field.' A red box highlights the 'Next' button in the navigation bar at the bottom.

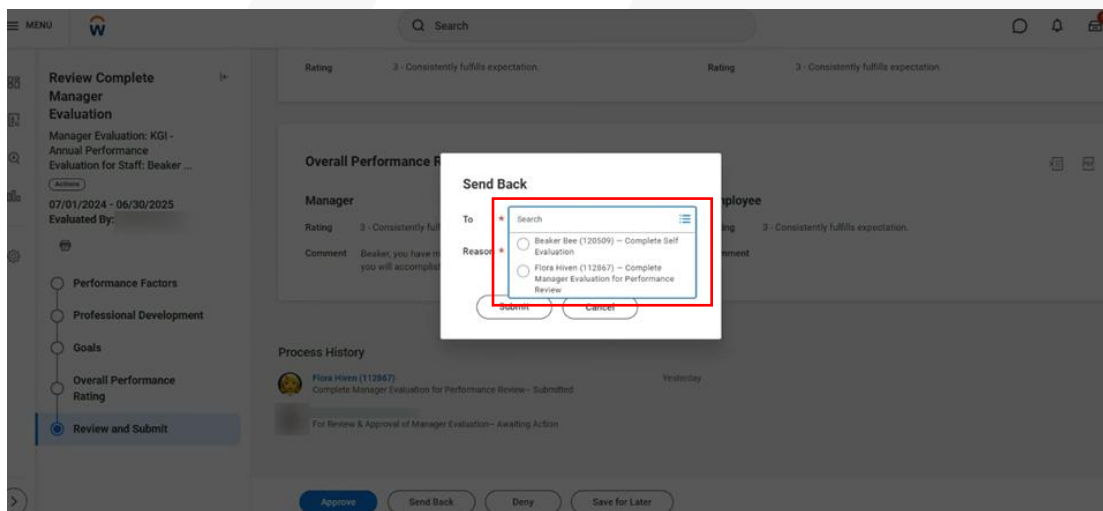
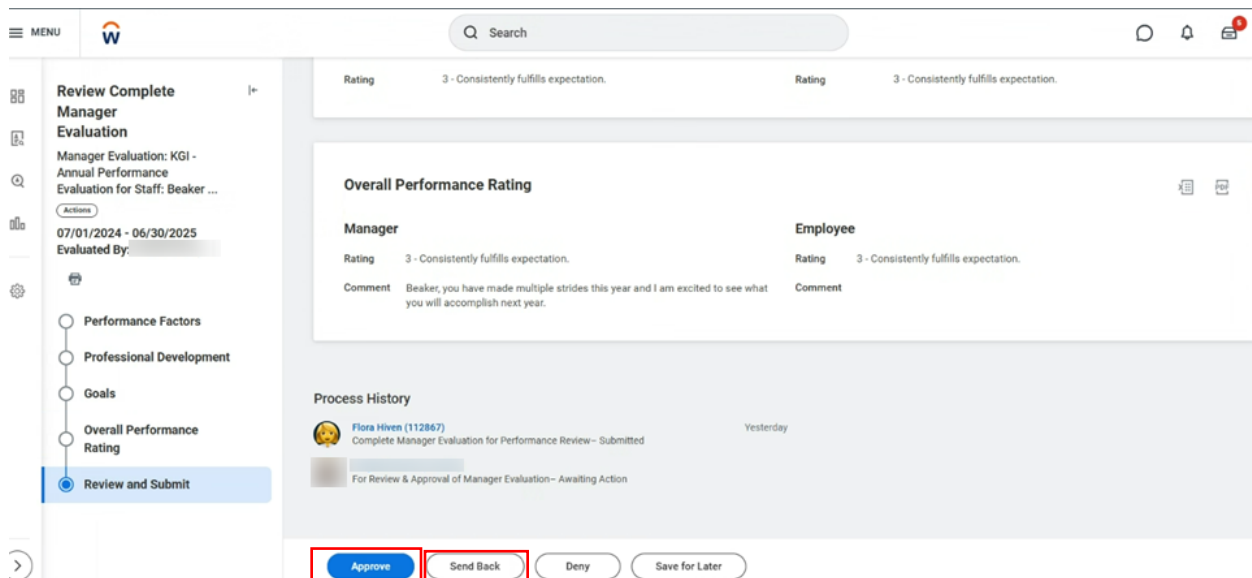
5. Review the employee's ratings and comments on their goals, and their direct supervisor's ratings and comments, and click **Next**:



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



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



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:

