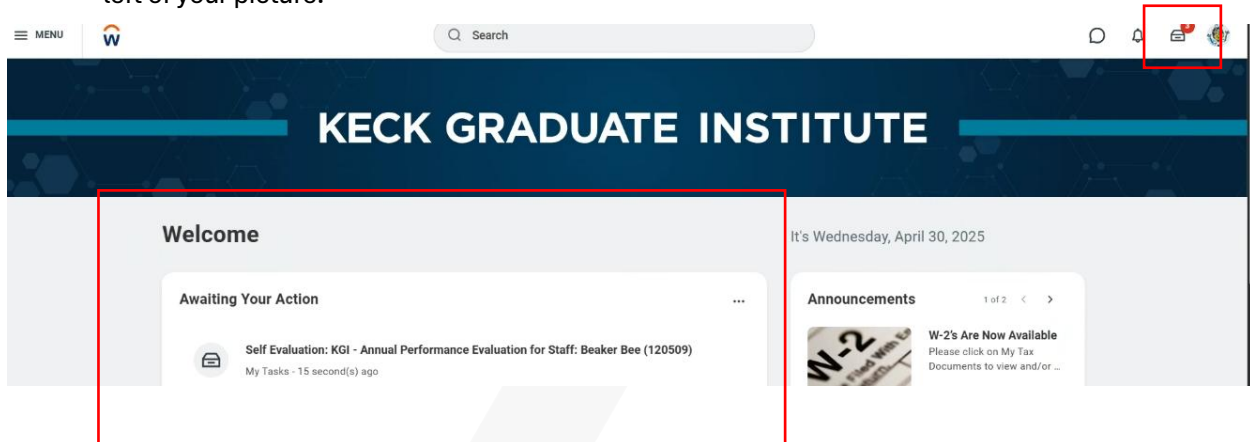
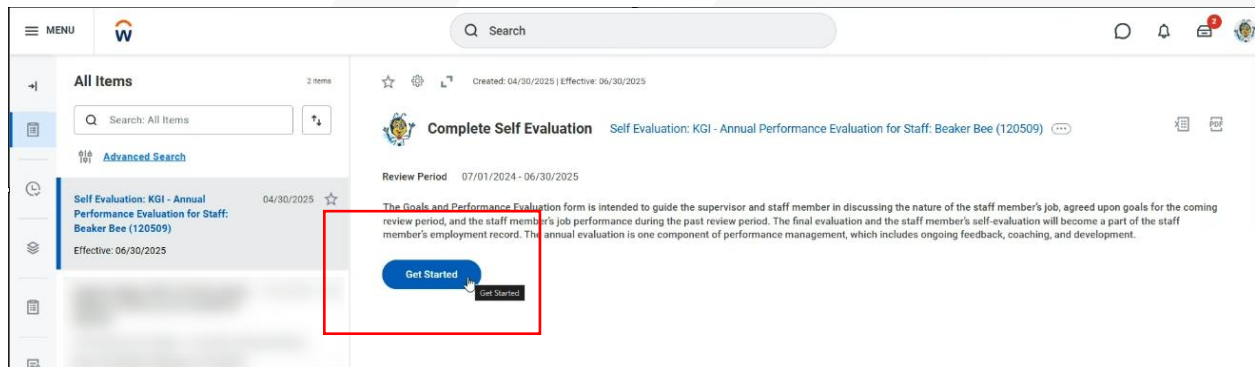


Faculty and Staff: Preparing and Submitting Self-Evaluations in Workday (Step by Step Guide)

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**:




3. Start by rating your performance factors. You will rate yourself on the following competencies using the rating scale in the drop-down. This is the time to add supporting comments on why you selected the ratings you did, and highlight your strengths or opportunities for growth. *(continued on next page)*



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

MENU  Search

Complete Self Evaluation
Self Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)
Actions
07/01/2024 - 06/30/2025


Performance Factors
Professional Development
Goals
Overall Performance Rating
Review and Submit

Competency	Description	Employee Evaluation
1. Quality of Work and/or Productivity	Consider accuracy, thoroughness, effectiveness, efficiency and timeliness. Consider the extent that projects are well conceived, analyzed, and implemented.	<div>Rating</div> <div>Search</div> <div><input type="radio"/> 5 - Significant overachievement of expectation.</div> <div><input type="radio"/> 4 - Often beyond expectation.</div> <div><input type="radio"/> 3 - Consistently fulfills expectation.</div> <div><input type="radio"/> 2 - Inconsistent performance, with expectation only partially achieved.</div> <div><input type="radio"/> 1 - Failure to achieve expectation.</div> <div><input type="radio"/> N/A Not Observed</div>
2. Flexibility	Consider performance under pressure, handling of multiple assignments, adaptability to change, and ability to manage conflicting priorities.	<div>Rating</div> <div>Search</div> <div><input type="radio"/> 5 - Significant overachievement of expectation.</div> <div><input type="radio"/> 4 - Often beyond expectation.</div> <div><input type="radio"/> 3 - Consistently fulfills expectation.</div> <div><input type="radio"/> 2 - Inconsistent performance, with expectation only partially achieved.</div> <div><input type="radio"/> 1 - Failure to achieve expectation.</div> <div><input type="radio"/> N/A Not Observed</div>
3. Problem Solving and Decision Making	Identifies and responds to problems quickly, anticipates potential problems and takes corrective actions; conducts thorough examinations of the problem and identifies and evaluates the most appropriate solutions; develops tools to measure outcomes; evaluates outcomes and solves	<div>Rating</div> <div>Search</div> <div><input type="radio"/> 5 - Significant overachievement of expectation.</div> <div><input type="radio"/> 4 - Often beyond expectation.</div> <div><input type="radio"/> 3 - Consistently fulfills expectation.</div> <div><input type="radio"/> 2 - Inconsistent performance, with expectation only partially achieved.</div> <div><input type="radio"/> 1 - Failure to achieve expectation.</div> <div><input type="radio"/> N/A Not Observed</div>

Employee Summary

Back Next Save Close

Once you are finished, click **Next**:

MENU  Search

Complete Self Evaluation
Self Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)
Actions
07/01/2024 - 06/30/2025

Performance Factors
Professional Development
Goals
Overall Performance Rating
Review and Submit

6. Initiative	teams; participates actively on teams; shares pertinent resources and information in order to help others; and demonstrates an acceptance of and respect for individual differences.	<div>Rating</div> <div>Search</div> <div><input checked="" type="radio"/> 4 - Often beyond expectation.</div> <div><input type="radio"/> 3 - Consistently fulfills expectation.</div> <div><input type="radio"/> 2 - Inconsistent performance, with expectation only partially achieved.</div> <div><input type="radio"/> 1 - Failure to achieve expectation.</div> <div><input type="radio"/> N/A Not Observed</div>
7. Technology Skills	Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the jobs.	<div>Rating</div> <div>Search</div> <div><input checked="" type="radio"/> 4 - Often beyond expectation.</div> <div><input type="radio"/> 3 - Consistently fulfills expectation.</div> <div><input type="radio"/> 2 - Inconsistent performance, with expectation only partially achieved.</div> <div><input type="radio"/> 1 - Failure to achieve expectation.</div> <div><input type="radio"/> N/A Not Observed</div>

Employee Summary

Calculated Rating 3 - Consistently fulfills expectation.

Back Next Save Close

4. Enter your professional development goal. Then click **Next**:



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

Complete Self Evaluation

Self Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)

07/01/2024 - 06/30/2025

Professional Development

Question Please describe a professional development initiative you plan to pursue during the next performance review cycle. This goal should be discussed and confirmed with your supervisor, then entered into the **Goals** section in Workday. The initiative should be completed by the end of that cycle.

Employee

Answer # **B** **I** **U** **A** **:** **:** **E**

I would like to attend an in-person honey conference to sweeten my skills in the honey field.

Next **Save** **Close**

5. To add your goals, click **Add**:

Complete Self Evaluation

Self Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)

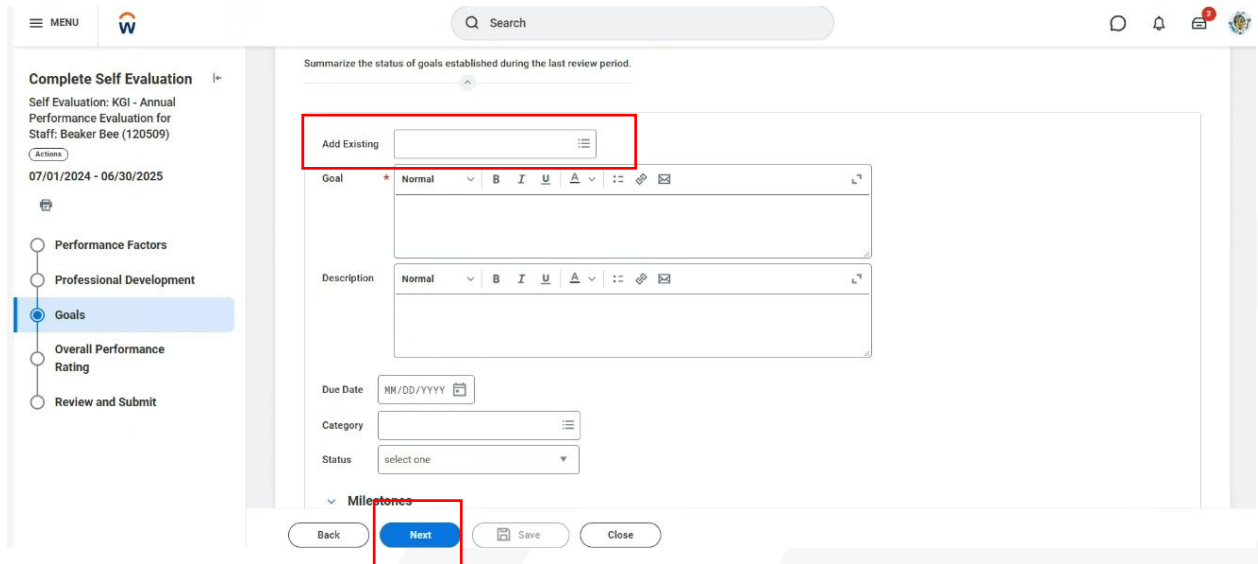
07/01/2024 - 06/30/2025

Goals

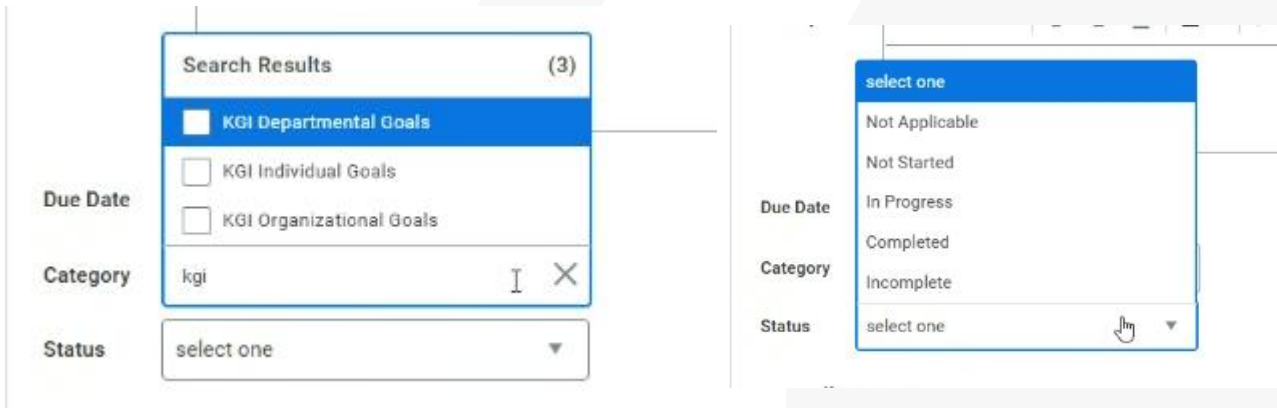
Summarize the status of goals established during the last review period.

Add

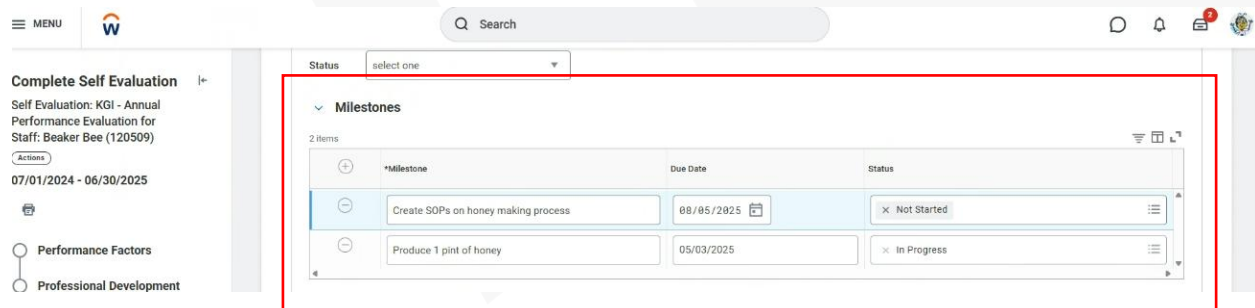
6. Click **Add Existing** to select a previously entered goal, or enter a new one if not previously entered, in the **Goal** section and add a description and due date, and click **Next**:



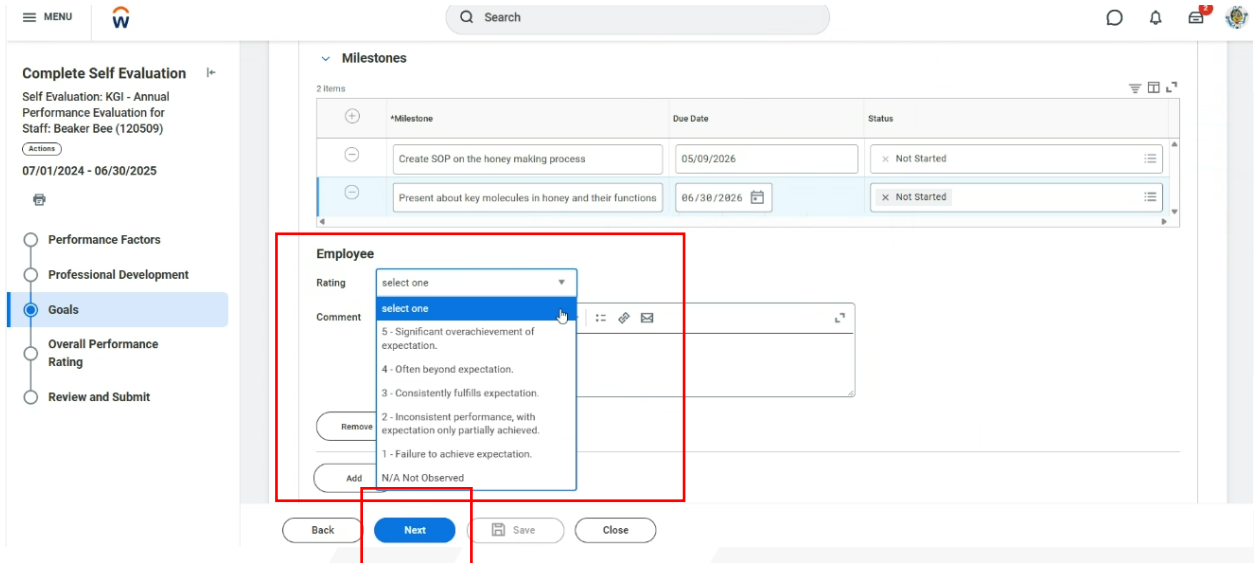
Make sure to categorize the goal accordingly and indicate its status:



7. To assist you in breaking down your new goals into actionable steps, use the **Milestones** section:

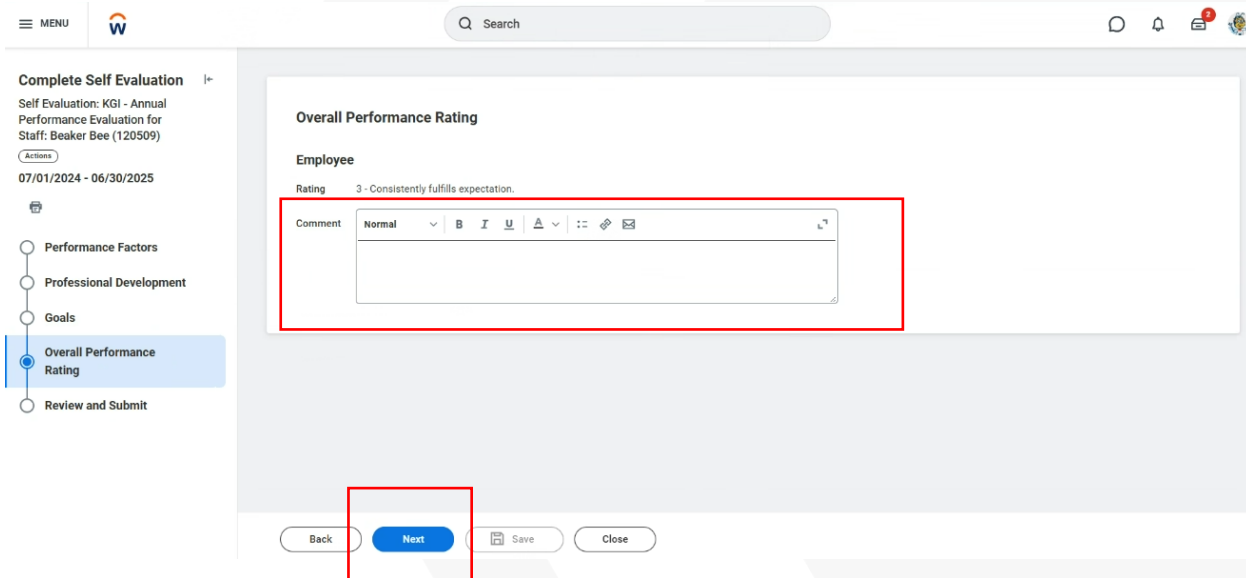


8. To rate your performance on your previous year's goal(s), rate yourself under **Ratings** and add a comment. If you did not enter a previous year's goal, select **N/A** and indicate so in the comment section and press **Next**:



The screenshot shows the 'Complete Self Evaluation' interface. On the left, a sidebar lists 'Performance Factors', 'Professional Development', 'Goals', 'Overall Performance Rating', and 'Review and Submit'. The 'Goals' section is selected. The main area shows a table of milestones. Below the table, the 'Employee' section has a 'Rating' dropdown menu open, displaying a list of performance levels: '5 - Significant overachievement of expectation.', '4 - Often beyond expectation.', '3 - Consistently fulfills expectation.', '2 - Inconsistent performance, with expectation only partially achieved.', '1 - Failure to achieve expectation.', and 'N/A Not Observed'. The 'Next' button at the bottom is highlighted with a red box.

Workday will generate an overall performance rating based on what you entered. Add comments and press **Next**:




The screenshot shows the 'Overall Performance Rating' section. The 'Employee' section has a 'Rating' dropdown set to '3 - Consistently fulfills expectation.'. Below it, the 'Comment' field is empty. The 'Next' button at the bottom is highlighted with a red box.

9. Review your performance review for accuracy, then press **Submit** once you are ready.



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges


MENU  Search


Complete Self Evaluation |<


Self Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)


(Actions)


07/01/2024 - 06/30/2025

 Performance Factors

 Professional Development

 Goals

 Overall Performance Rating

 Review and Submit

Performance Factors


7 Items

Competency	Description	Employee Evaluation
1. Quality of Work and/or Productivity	Consider accuracy, thoroughness, effectiveness, efficiency and timeliness. Consider the extent that projects are well conceived, analyzed, and implemented.	Rating 4 - Often beyond expectation. Comment
2. Flexibility	Consider performance under pressure, handling of multiple assignments, adaptability to change, and ability to manage conflicting priorities.	Rating 3 - Consistently fulfills expectation. Comment
3. Problem Solving and Decision Making	Identifies and responds to problems quickly; anticipates potential problems and takes corrective actions; conducts thorough examinations of the problem and identifies and evaluates the most appropriate solutions; develops tools to measure outcomes; evaluates outcomes and solves	Rating 3 - Consistently fulfills expectation. Comment

Submit Save for Later

10. Keep an eye on your **Inbox** for any correction requests from your supervisor or Cabinet-Level Supervisor.


11. You will receive a task prompting you to review your evaluation and add comments. Your supervisor will also be reaching out to schedule your performance evaluation meeting with you.

MENU  Search


KECK GRADUATE INSTITUTE

Here's What's Happening It's Thursday, May 1, 2025

Awaiting Your Action ...

 **Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)**
My Tasks - 1 minute(s) ago

Announcements 1 of 2 < >

 **W-2's Are Now Available**
Please click on My Tax Documents to view and/or ...

12. Click on **Get Started**:



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

13. Review your supervisor's ratings and comments and click **Next**:

14. Then, add an **Acknowledgement** comment and press **Submit**:

535 Watson Drive | Claremont, CA 91711 | (909) 607-7855 | kgi.edu



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

15. You have completed the review:

You have submitted

[View Details](#)