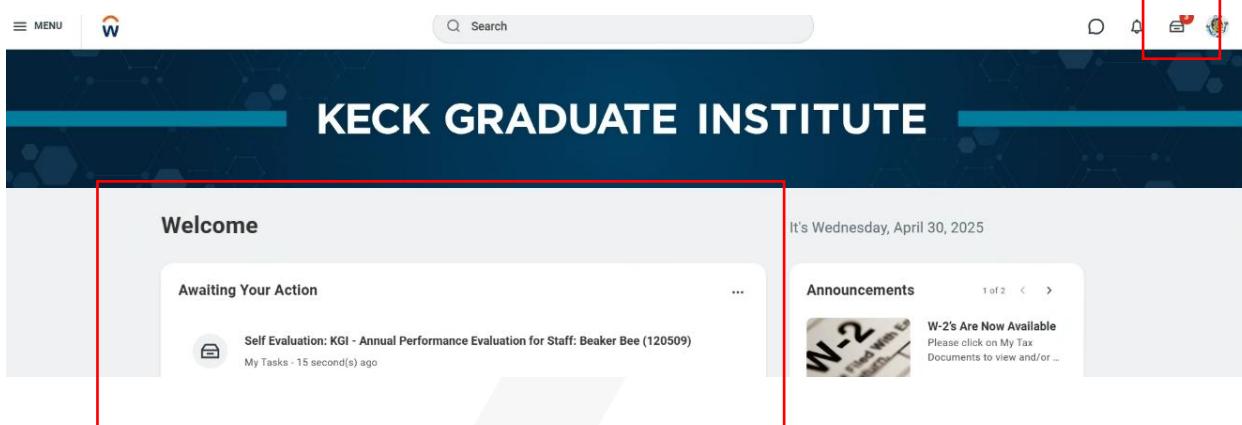


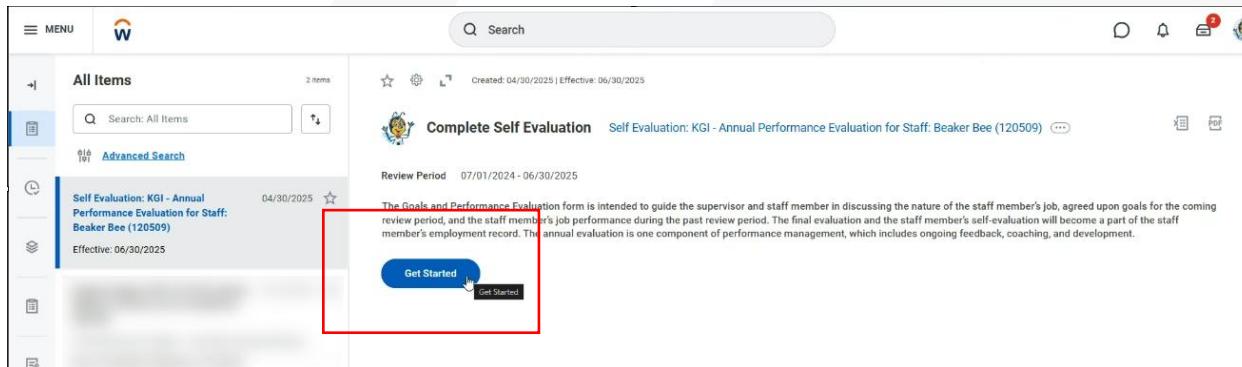
Faculty and Staff: Preparing and Submitting Self-Evaluations in Workday (Step by Step Guide)

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:



The screenshot shows the Keck Graduate Institute Workday home screen. A red box highlights the 'Awaiting Your Action' section, which contains a task for a 'Self Evaluation'. Another red box highlights the 'Inbox' icon in the top right corner.

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



The screenshot shows the 'Complete Self Evaluation' task detail screen. A red box highlights the 'Get Started' button, which is blue with white text.

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)

≡ MENU 

Search

Complete Self Evaluation 

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

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.	Rating <input type="radio"/> 5 - Significant overachievement of expectation. <input type="radio"/> 4 - Often beyond expectation. <input type="radio"/> 3 - Consistently fulfills expectation. <input type="radio"/> 2 - Inconsistent performance, with expectation only partially achieved. <input type="radio"/> 1 - Failure to achieve expectation. <input type="radio"/> N/A Not Observed
2. Flexibility	Consider performance under pressure, handling of multiple assignments, adaptability to change, and ability to manage conflicting priorities.	
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	

Employee Summary

Back  Next  Save 

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

≡ MENU 

Search

Complete Self Evaluation 

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

07/01/2024 - 06/30/2025 

Performance Factors

- Professional Development
- Goals
- Overall Performance Rating
- Review and Submit

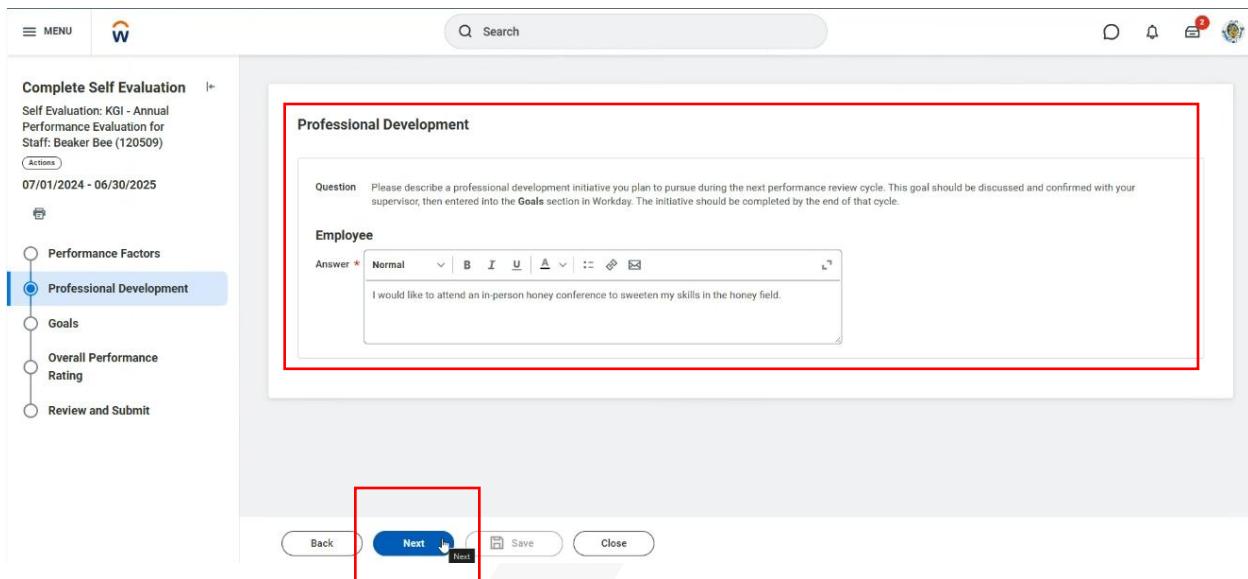
6. Initiative	Participates in teams; participates actively on teams; shares pertinent resources and information in order to help others; and demonstrates an acceptance of and respect for individual differences.	Comment <input type="text"/>
7. Technology Skills	Responds appropriately to own to improve 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 job.	Rating <input checked="" type="radio"/> 4 - Often beyond expectation. Comment <input type="text"/>
	Consider the degree to which the staff member effectively uses or incorporates technology to improve service and/or accomplish assigned tasks.	Rating <input checked="" type="radio"/> 4 - Often beyond expectation. Comment <input type="text"/>

Employee Summary

Calculated Rating: 3 - Consistently fulfills expectation.

Back  Next  Save 

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



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

Performance Factors
Professional Development (selected)
Goals
Overall Performance Rating
Review and Submit

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.

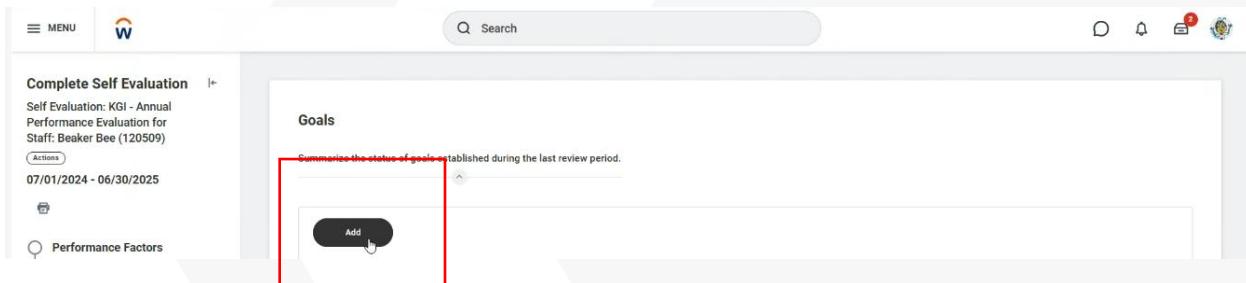
Employee

Answer * Normal B I U A v := ♂ ✉

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

Back Next Next Save Close

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



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

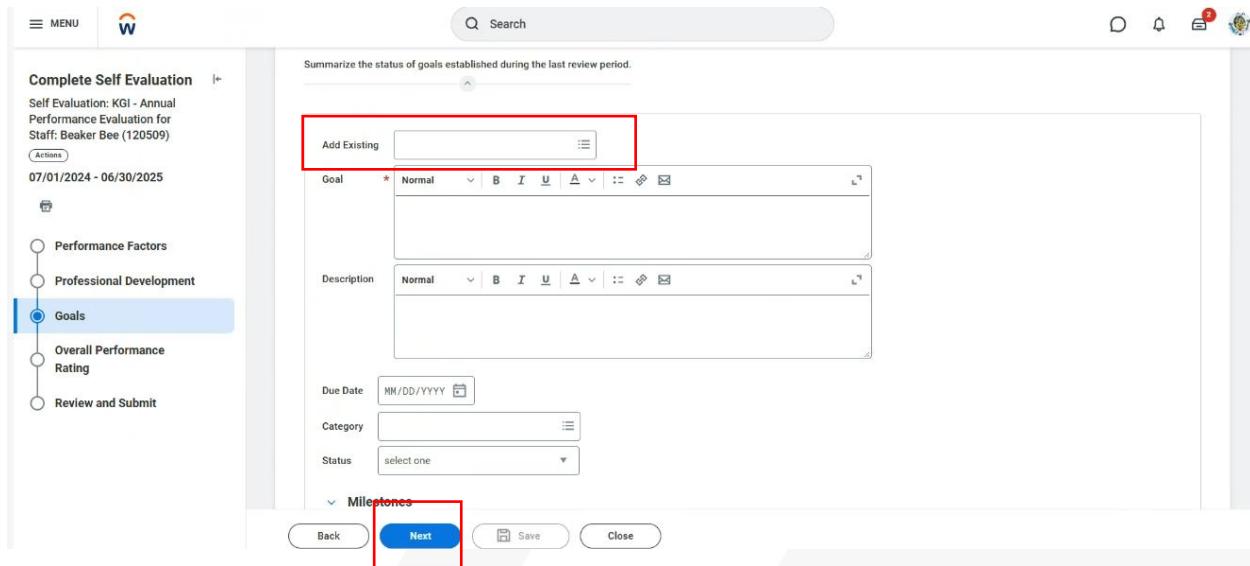
Performance Factors

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**:



Complete Self Evaluation

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

07/01/2024 - 06/30/2025

Performance Factors

Professional Development

Goals

Overall Performance Rating

Review and Submit

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

Goal * Normal

Description Normal

Due Date MM/DD/YYYY

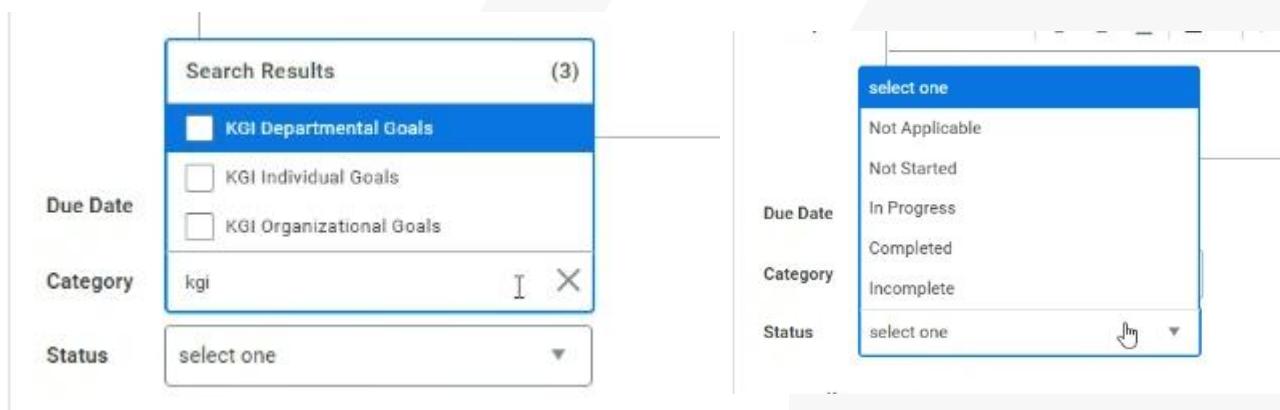
Category

Status select one

Milestones

Back **Next** Save Close

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



Search Results (3)

KGI Departmental Goals

KGI Individual Goals

KGI Organizational Goals

Due Date

Category

Status

select one

select one

Not Applicable

Not Started

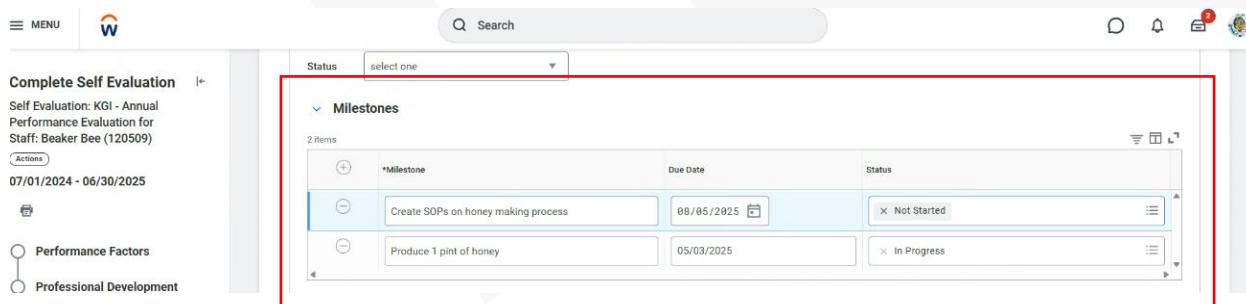
In Progress

Completed

Incomplete

select one

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



Complete Self Evaluation

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

07/01/2024 - 06/30/2025

Performance Factors

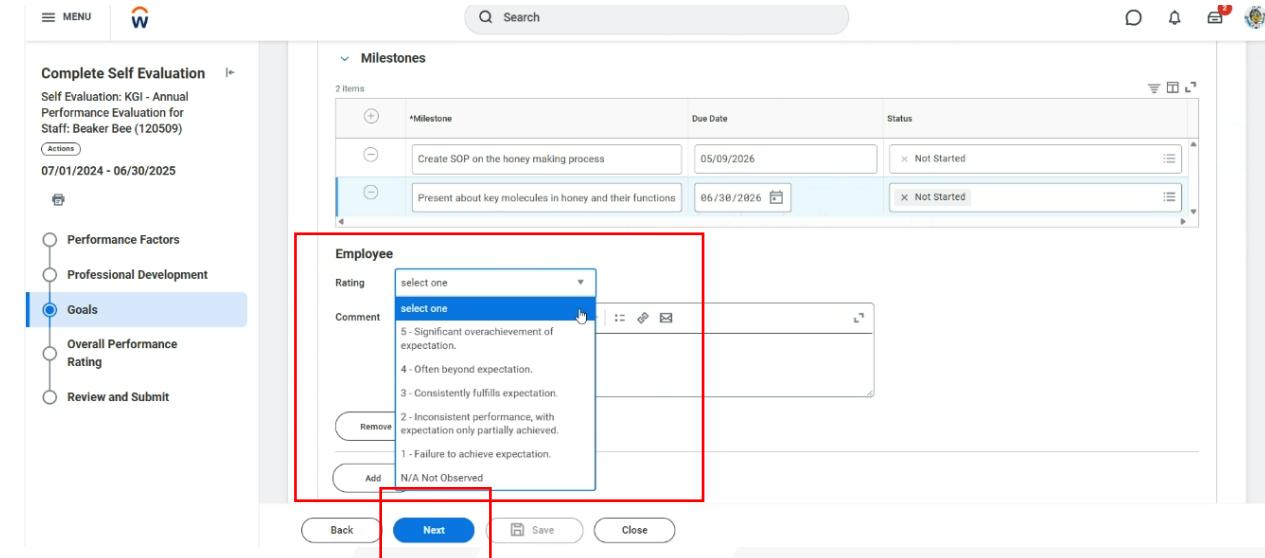
Professional Development

Status select one

Milestones

Milestone	Due Date	Status
Create SOPs on honey making process	08/05/2025	Not Started
Produce 1 pint of honey	05/03/2025	In Progress

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**:



Complete Self Evaluation

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

07/01/2024 - 06/30/2025

Performance Factors

Professional Development

Goals

Overall Performance Rating

Review and Submit

Milestones

2 Items

Milestone	Due Date	Status
Create SOP on the honey making process	05/09/2026	Not Started
Present about key molecules in honey and their functions	06/30/2026	Not Started

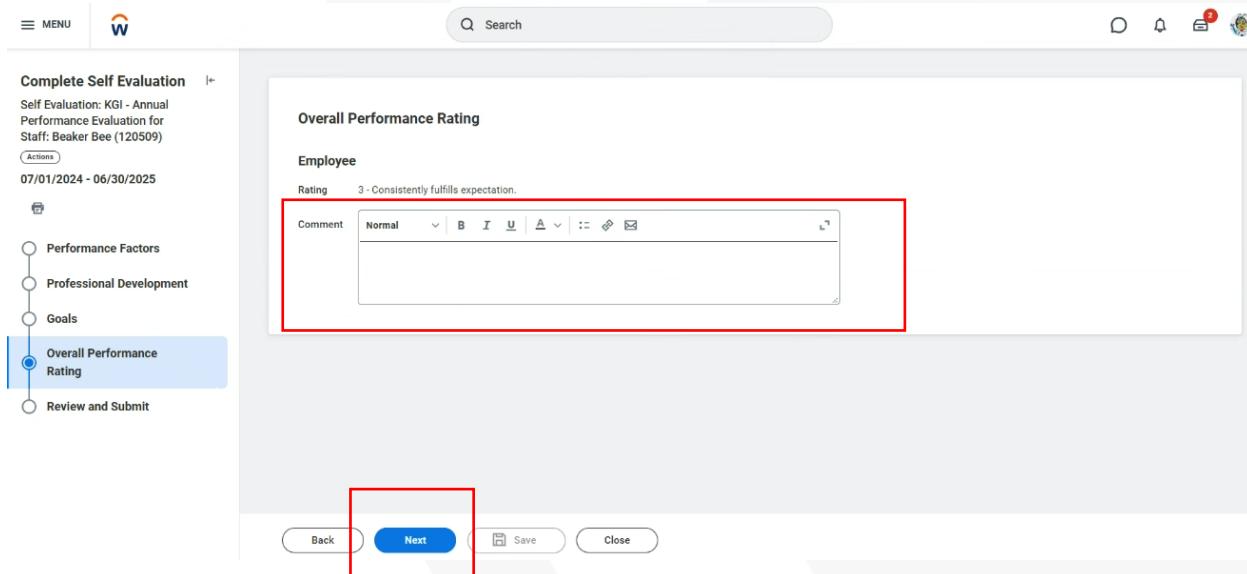
Employee

Rating: select one

Comment: 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.
N/A Not Observed

Back Next Save Close

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



Complete Self Evaluation

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

07/01/2024 - 06/30/2025

Performance Factors

Professional Development

Goals

Overall Performance Rating

Review and Submit

Overall Performance Rating

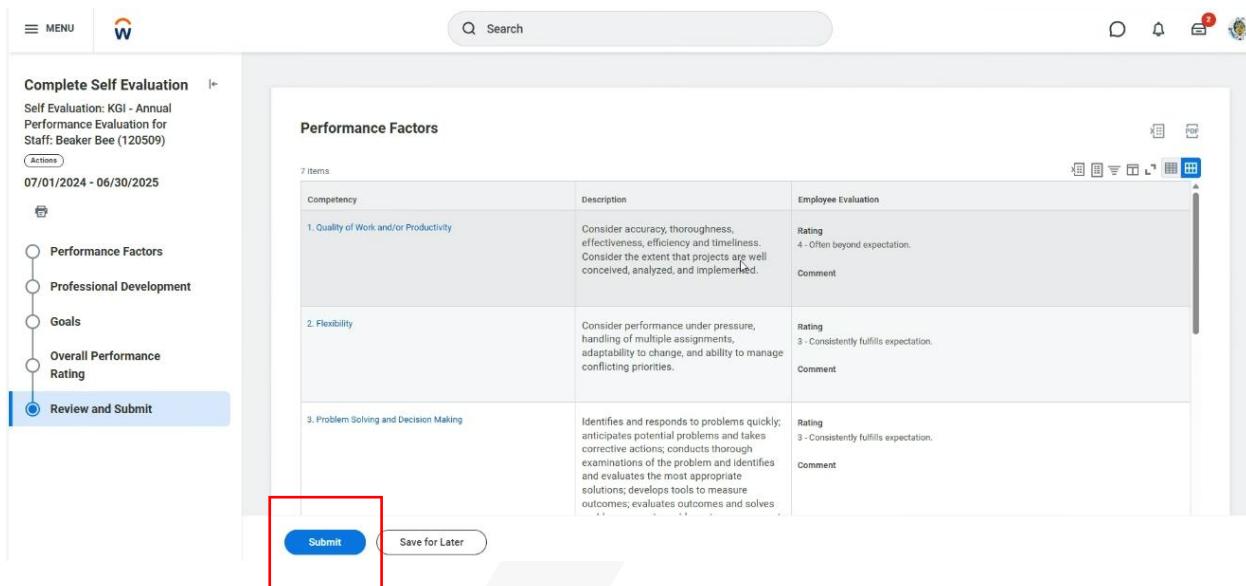
Employee

Rating: 3 - Consistently fulfills expectation.

Comment: Normal

Back Next Save Close

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



Complete Self Evaluation

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

Actions

07/01/2024 - 06/30/2025

Performance Factors

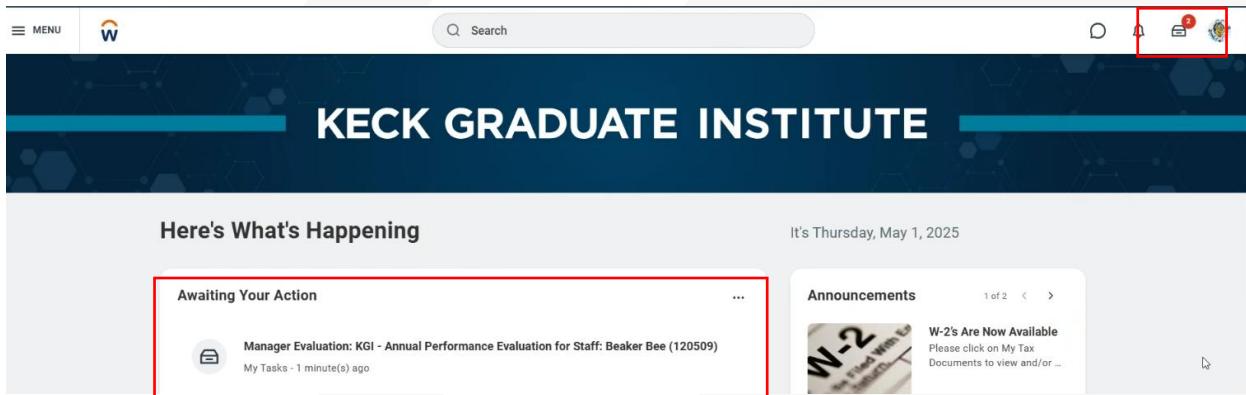
7 items

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.



Awaiting Your Action

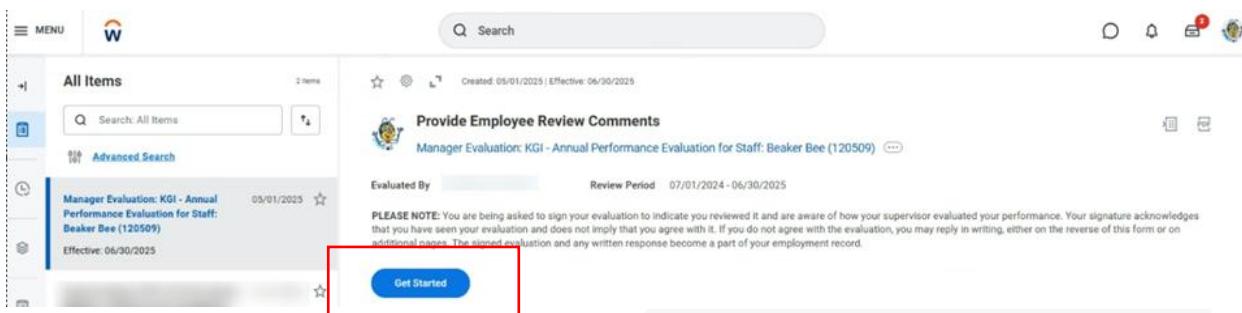
Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)
My Tasks - 1 minute(s) ago

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:**



All Items

Provide Employee Review Comments

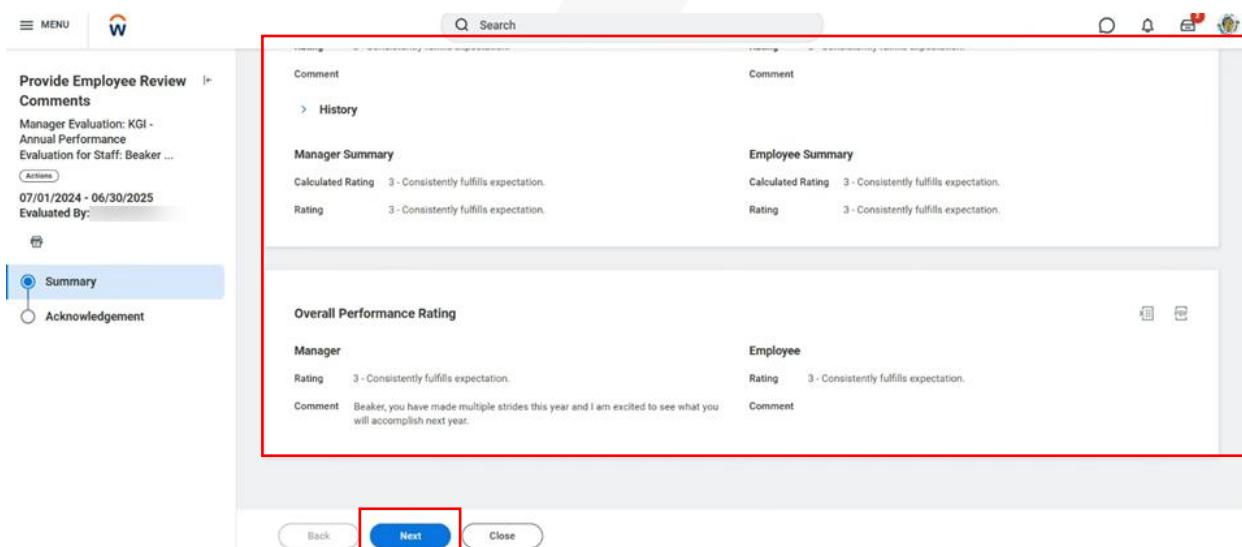
Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)

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

PLEASE NOTE: You are being asked to sign your evaluation to indicate you reviewed it and are aware of how your supervisor evaluated your performance. Your signature acknowledges that you have seen your evaluation and does not imply that you agree with it. If you do not agree with the evaluation, you may reply in writing, either on the reverse of this form or on additional pages. The signed evaluation and any written response become a part of your employment record.

Get Started

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



Provide Employee Review Comments

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

Actions

07/01/2024 - 06/30/2025

Evaluated By: [Redacted]

Summary

Acknowledgement

Comment

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.

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.

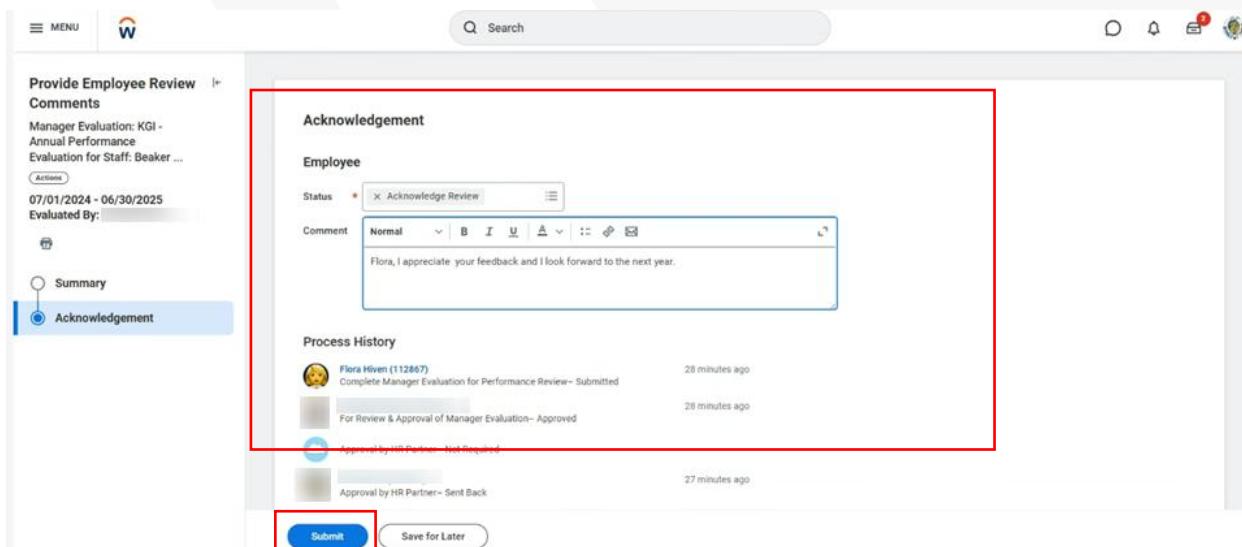
Employee

Rating: 3 - Consistently fulfills expectation.

Comment:

Next

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



Provide Employee Review Comments

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

Actions

07/01/2024 - 06/30/2025

Evaluated By: [Redacted]

Summary

Acknowledgement

Acknowledgement

Employee

Status: * X Acknowledge Review

Comment: Normal

Flora, I appreciate your feedback and I look forward to the next year.

Process History

Flora Hiven (112867) Complete Manager Evaluation for Performance Review- Submitted 28 minutes ago

For Review & Approval of Manager Evaluation- Approved 28 minutes ago

Approval by HR Partner- Sent Back 27 minutes ago

Submit

Save for Later

15. You have completed the review:

Q Search

You have submitted

[View Details](#)