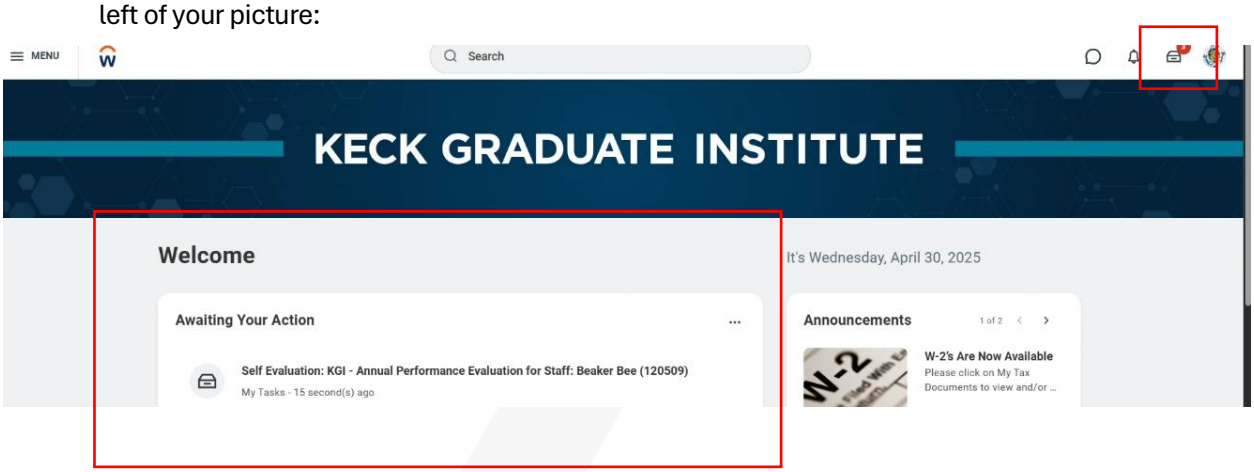
KECK GRADUATE INSTITUTE

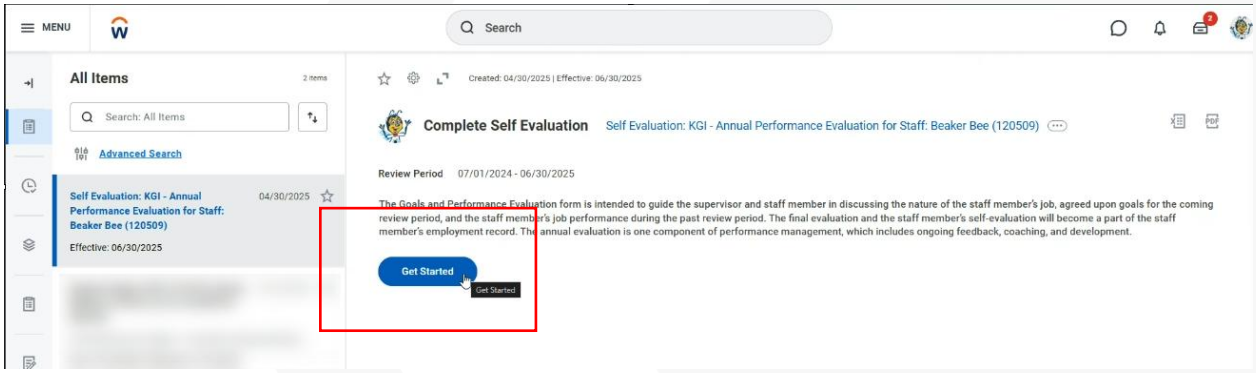
A Member of The Claremont Colleges

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

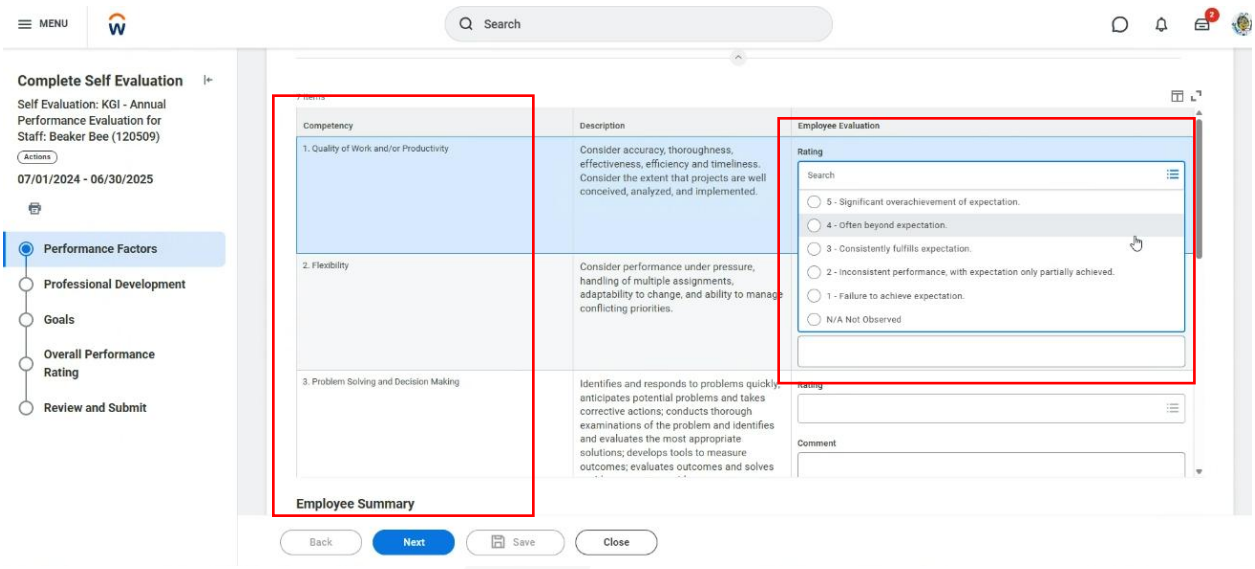
1. Go to your **Awaiting your Action** tasks, you can also click your **Inbox** in the top right corner to the left of your picture:



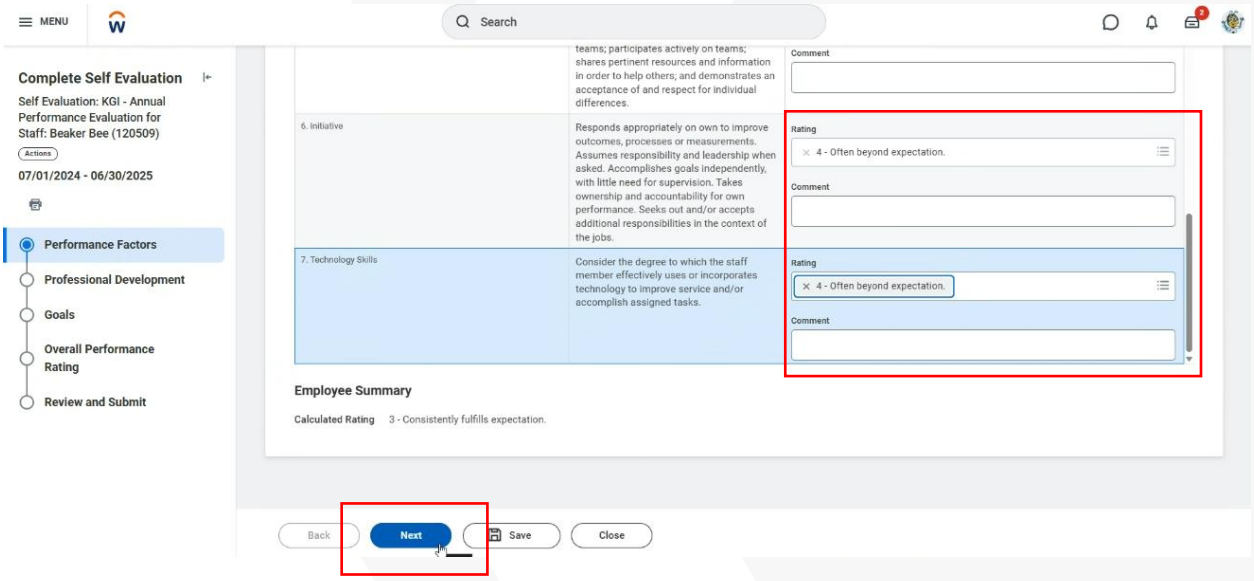
2. Click on the Task, and once you are ready to begin your evaluation, click on **Get Started:**



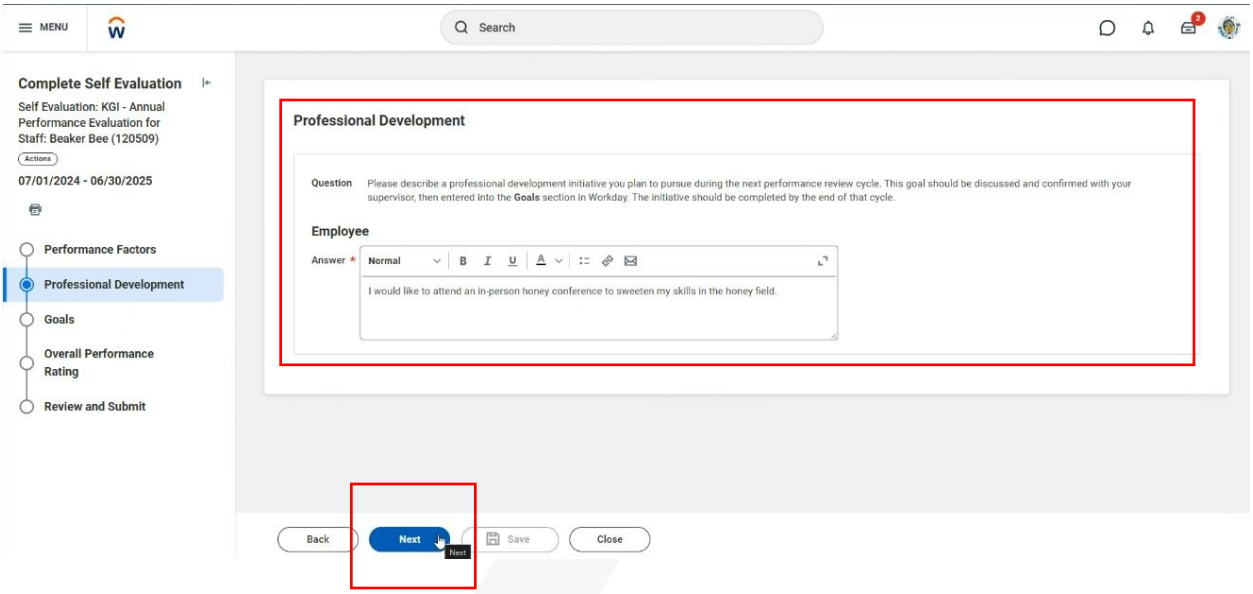
3. Start by rating your performance factors. You will rate yourself on the following competencies using the rating scale in the drop-down. This is the time to add supporting comments on why you selected the ratings you did, and highlight your strengths or opportunities for growth. *(continued on next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



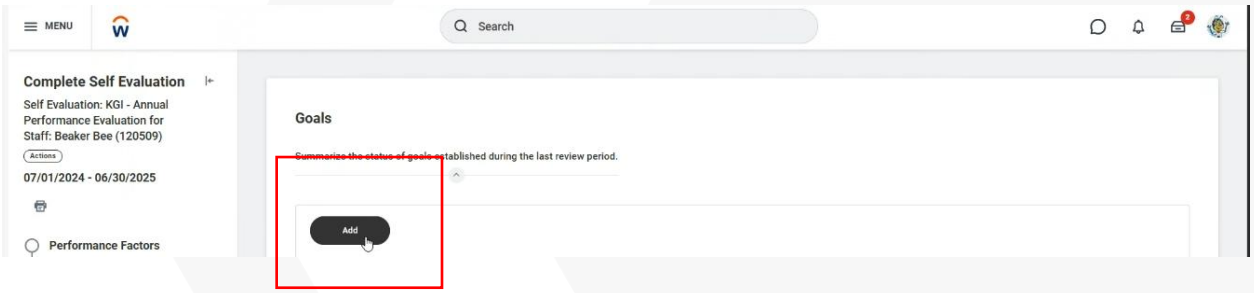
Once you are finished, click **Next:**



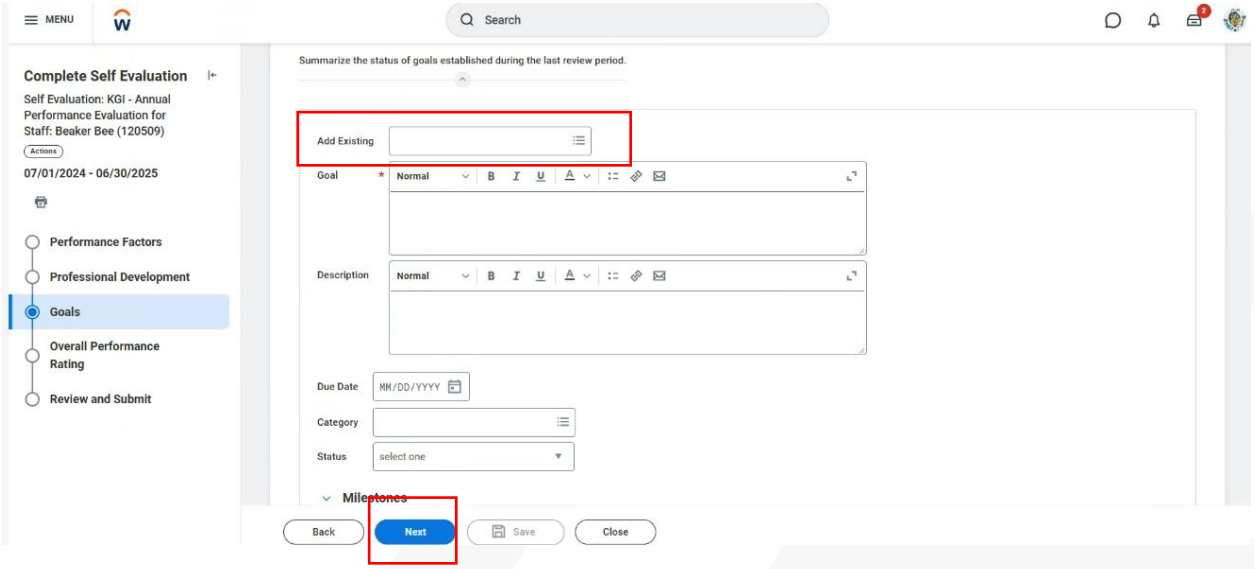
4. Enter your professional development goal. Then click **Next:**



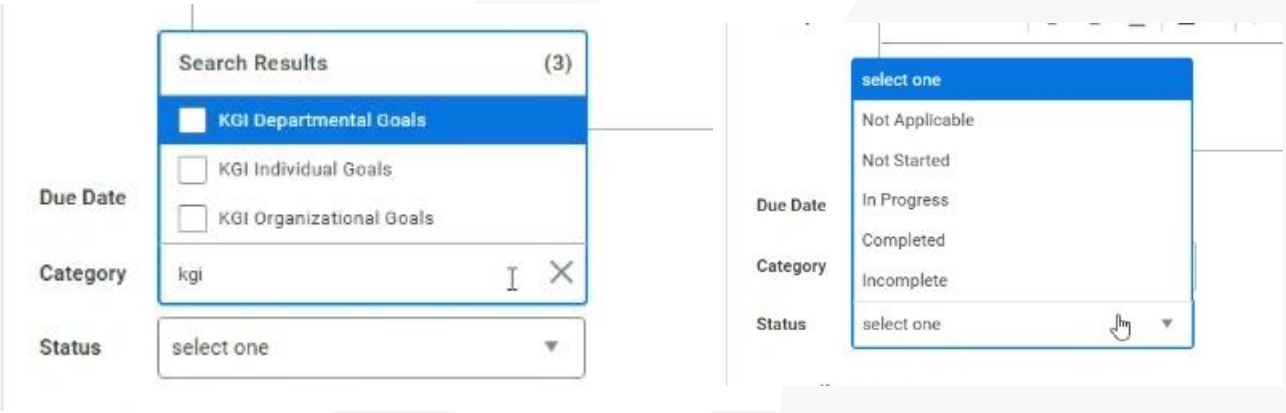
5. To add your goals, click **Add:**



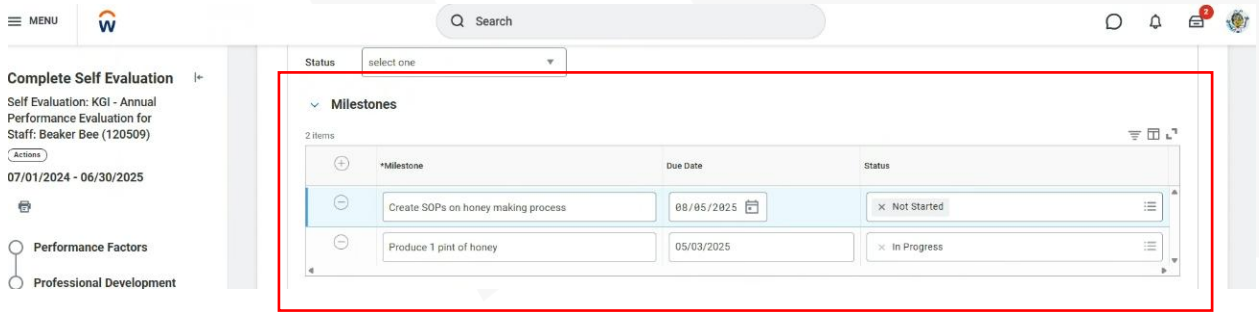
6. Click **Add Existing** to select a previously entered goal, or enter a new one if not previously entered, in the **Goal** section and add a description and due date, and click **Next:**



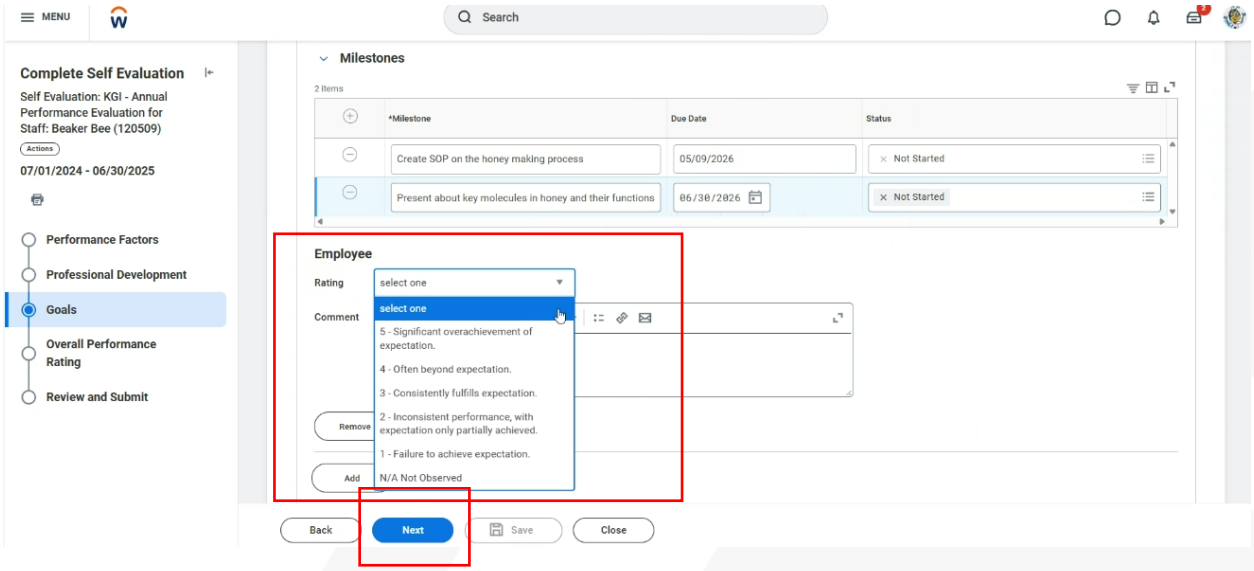
Make sure to categorize the goal accordingly and indicate its status:



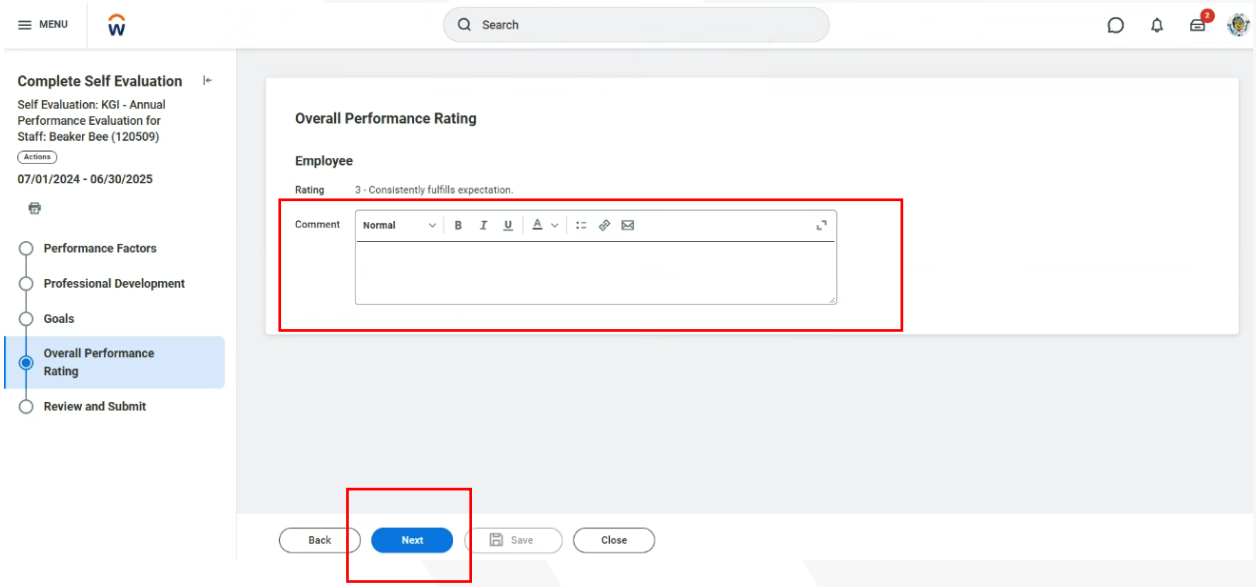
7. To assist you in breaking down your new goals into actionable steps, use the **Milestones** section:



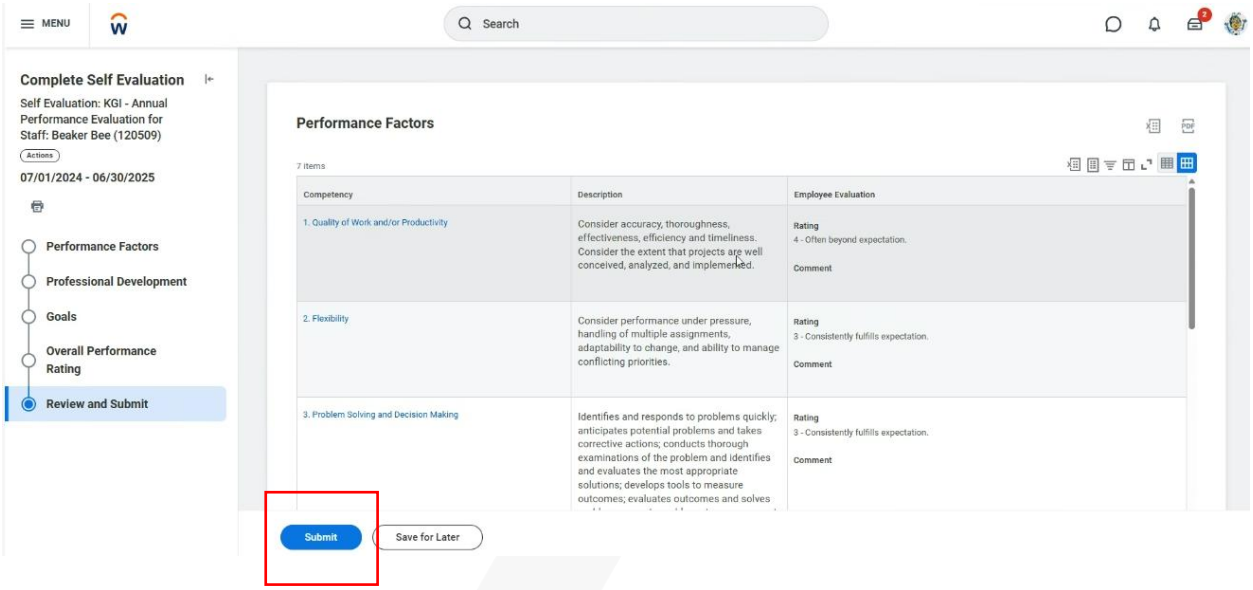
8. To rate your performance on your previous year's goal(s), rate yourself under **Ratings** and add a comment. If you did not enter a previous year's goal, select **N/A** and indicate so in the comment section and press **Next:**



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

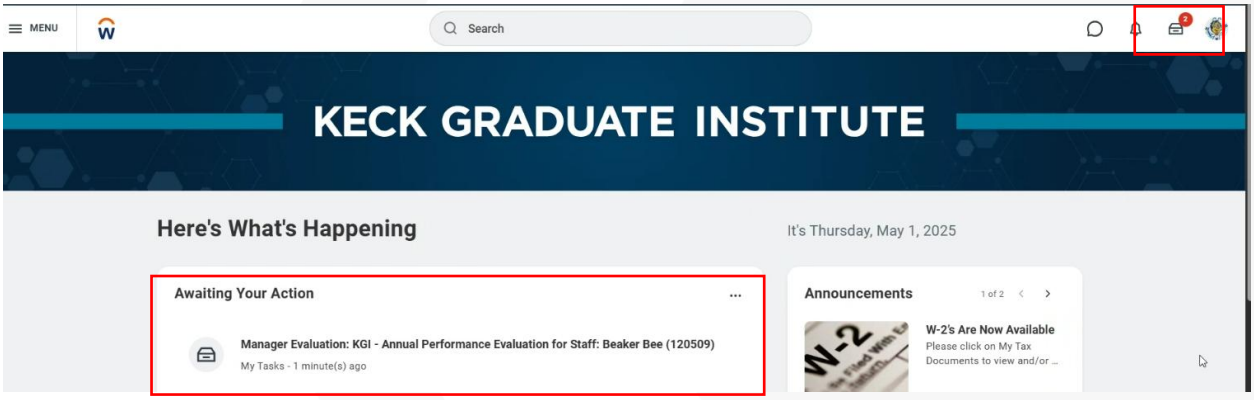


9. Review your performance review for accuracy, then press **Submit** once you are ready.

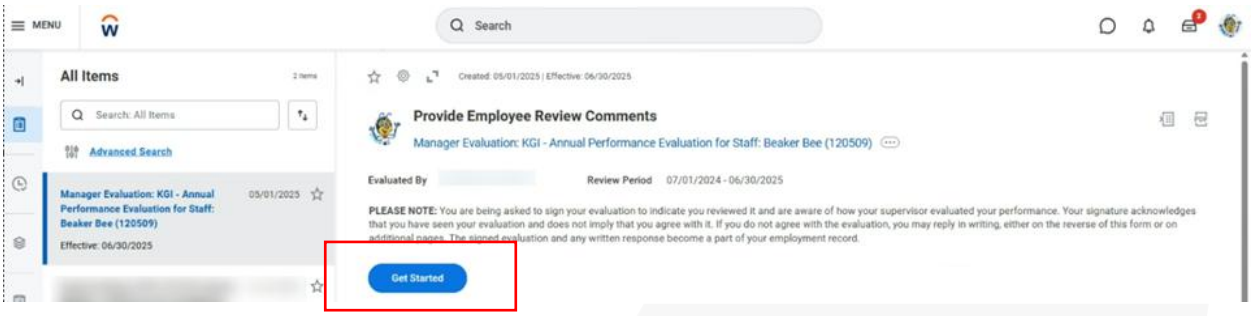


10. Keep an eye on your **Inbox** for any correction requests from your supervisor or Cabinet-Level Supervisor.

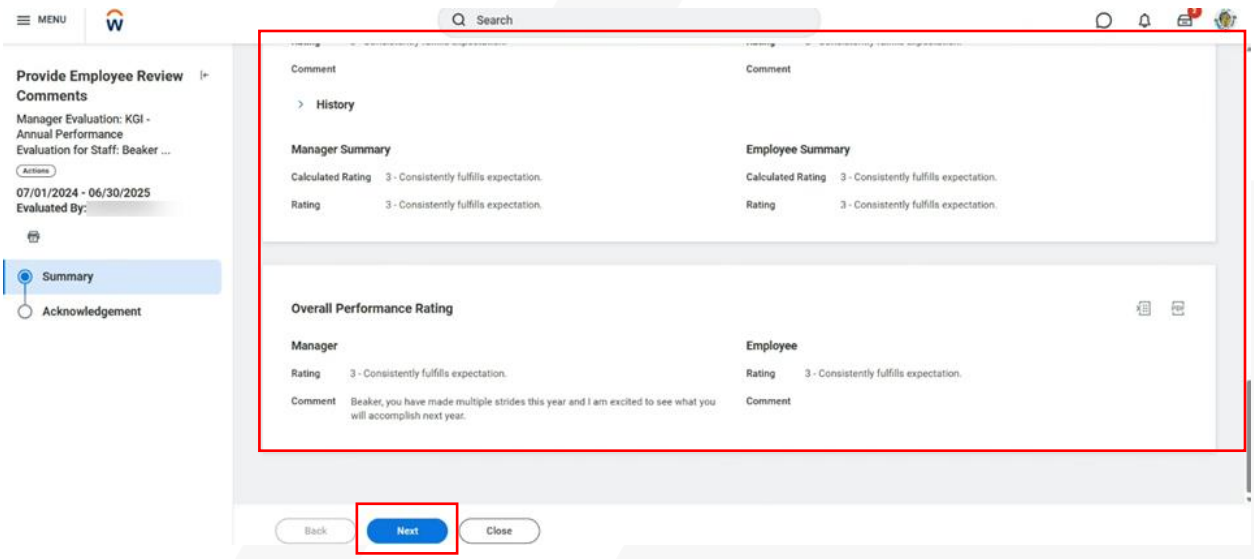
11. You will receive a task prompting you to review your evaluation and add comments. Your supervisor will also be reaching out to schedule your performance evaluation meeting with you.



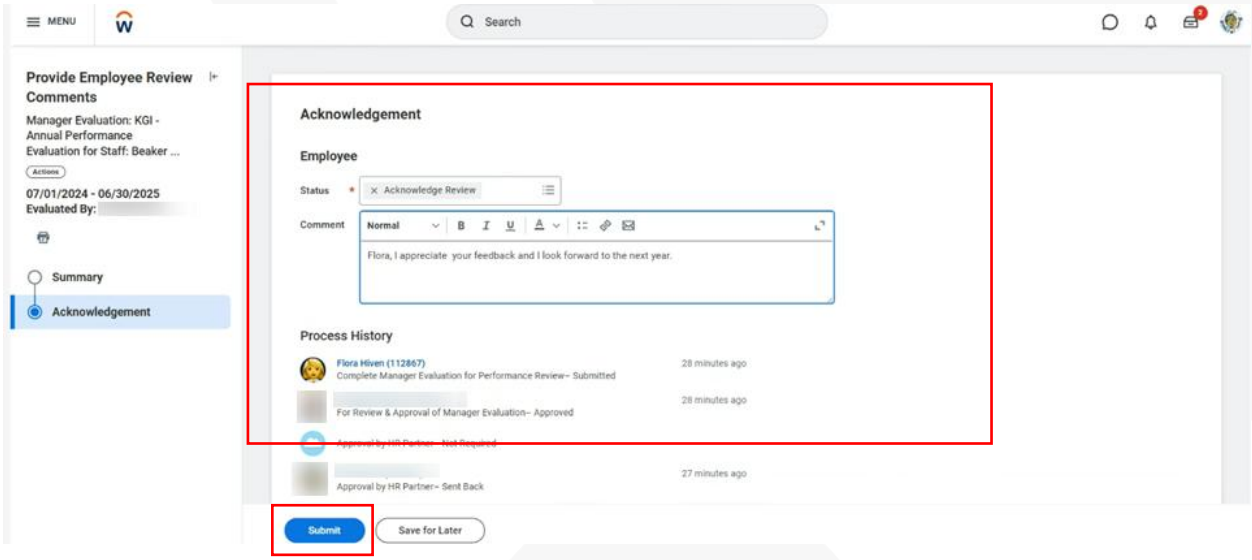
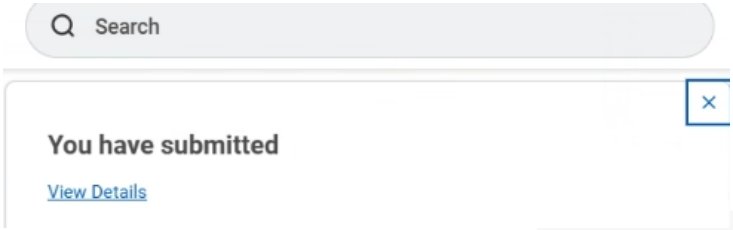
12. Click on **Get Started:**



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



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



15. You have completed the review: