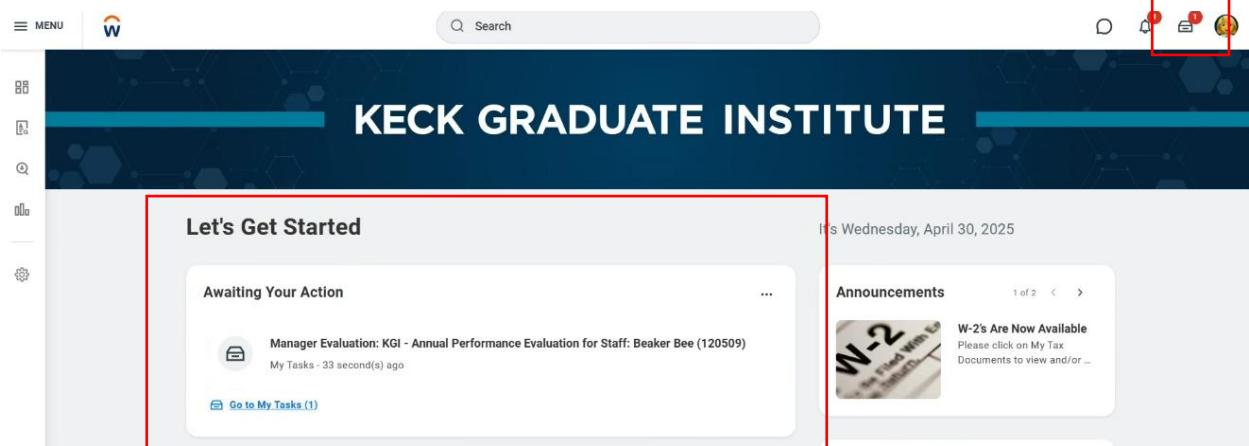


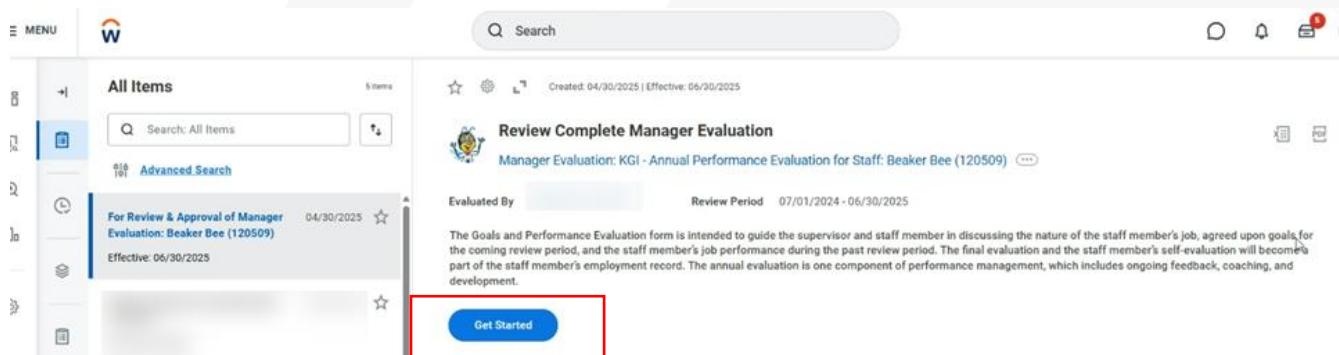
Supervisor: How to Complete Employee Evaluations in Workday (Step by Step Guide)

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.



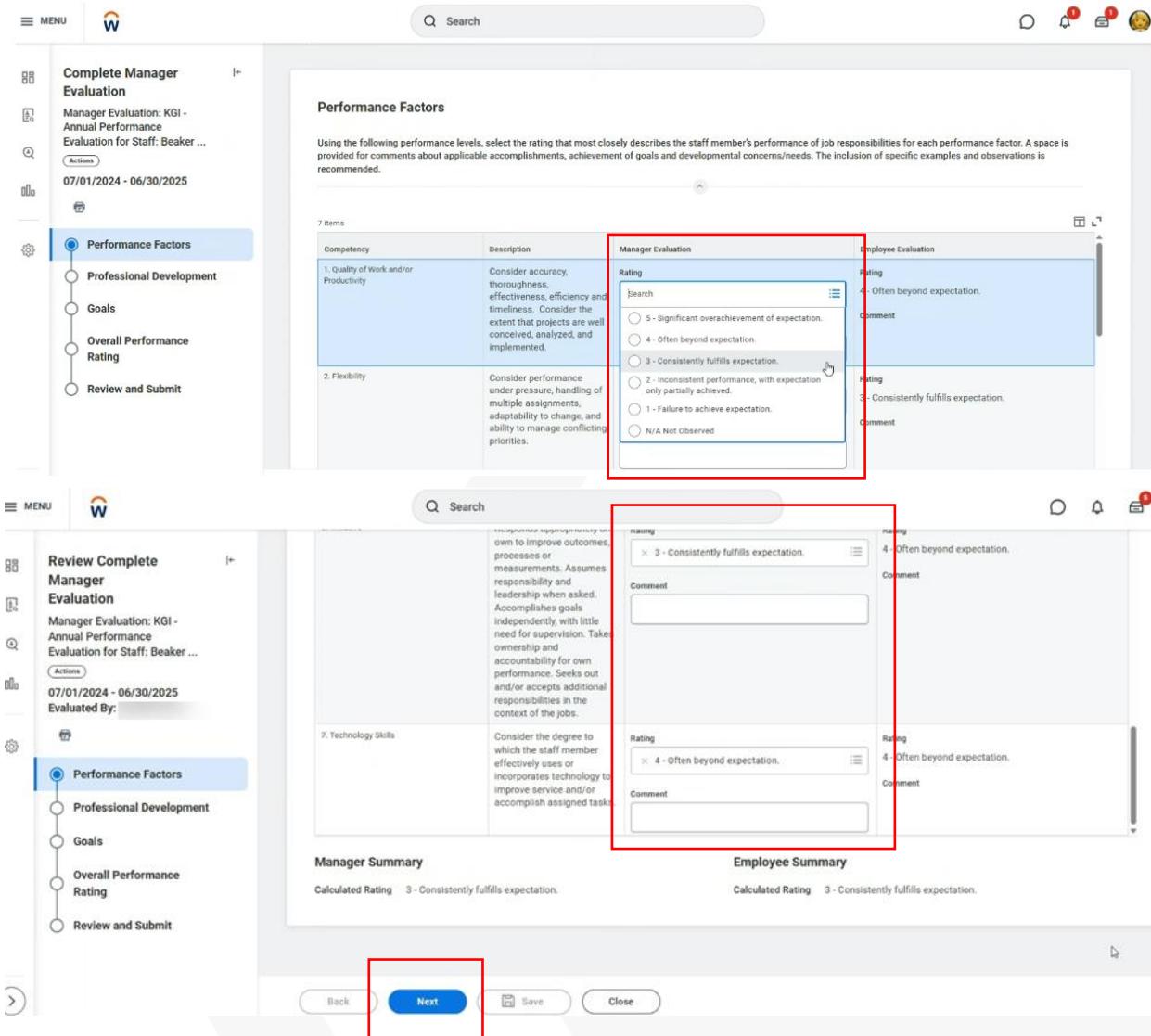
The screenshot shows the Workday home screen. On the left, there is a sidebar with icons for Home, My Profile, My Tasks, and Announcements. The main content area features the Keck Graduate Institute logo at the top. Below it is a "Let's Get Started" box with the heading "Awaiting Your Action". Inside this box, there is a task card for "Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)" with a timestamp of "My Tasks - 33 second(s) ago". At the bottom of this box is a link "Go to My Tasks (1)". To the right of this box is a "Announcements" section showing a thumbnail for "W-2's Are Now Available" and the text "Please click on My Tax Documents to view and/or ...". The top right corner of the screen shows a user profile picture with a red box around it, and the top right of the main content area shows a red box around the inbox icon.

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



The screenshot shows a Workday task detail screen. On the left, there is a sidebar with a "All Items" section containing a search bar and an "Advanced Search" link. The main content area shows a task titled "Review Complete Manager Evaluation" for "Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)". The task was "Created: 04/30/2025 | Effective: 06/30/2025". Below the title, it says "Evaluated By" and "Review Period 07/01/2024 - 06/30/2025". A detailed description of the task is provided. At the bottom of the task detail is a blue "Get Started" button, which is highlighted with a red box. The top right corner of the screen shows a user profile picture with a red box around it, and the top right of the main content area shows a red box around the inbox icon.

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



Performance Factors

Using the following performance levels, select the rating that most closely describes the staff member's performance of job responsibilities for each performance factor. A space is provided for comments about applicable accomplishments, achievement of goals and developmental concerns/needs. The inclusion of specific examples and observations is recommended.

7 Items

Competency	Description	Manager Evaluation	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.	<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	<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.
2. Flexibility	Consider performance under pressure, handling of multiple assignments, adaptability to change, and ability to manage conflicting priorities.		

Review Complete Manager Evaluation

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

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

Performance Factors

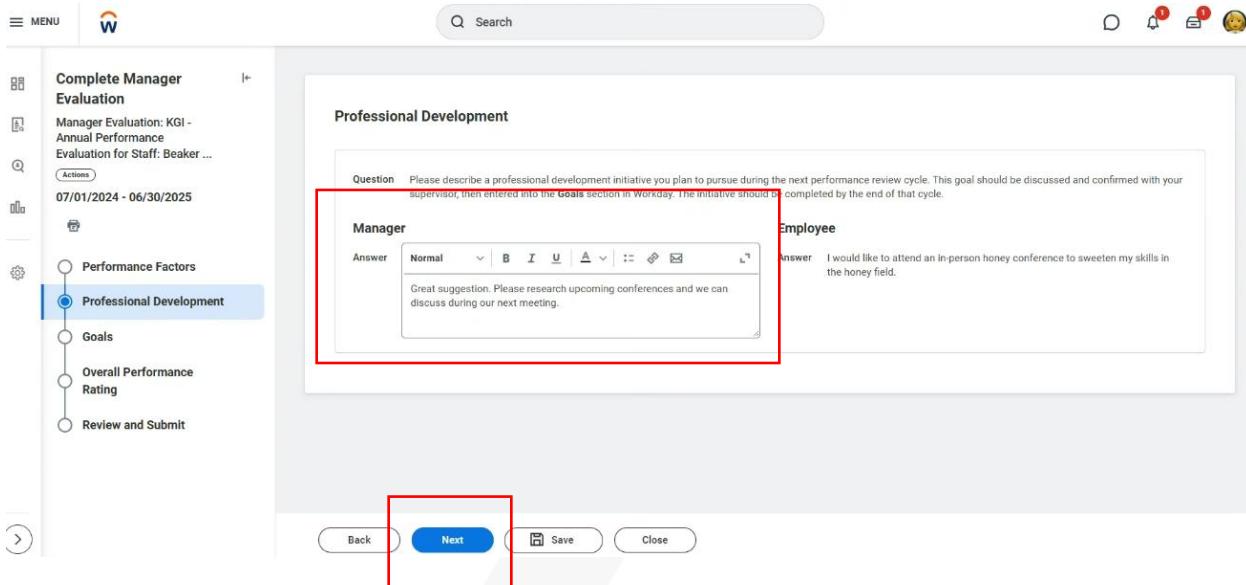
- Professional Development
- Goals
- Overall Performance Rating
- Review and Submit

Manager Summary
Calculated Rating: 3 - Consistently fulfills expectation.

Employee Summary
Calculated Rating: 3 - Consistently fulfills expectation.

Next

- Evaluate the employee's **Professional Development Goal** and offer thoughtful, constructive feedback, and click **Next**:



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.

Manager

Answer

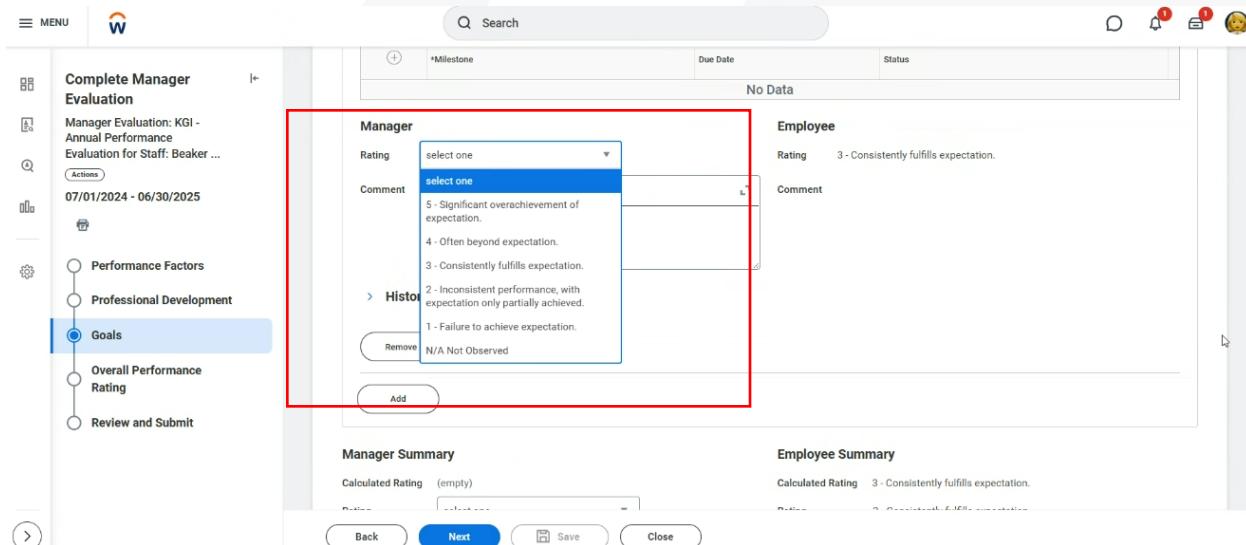
Great suggestion. Please research upcoming conferences and we can discuss during our next meeting.

Employee

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

Back **Next** **Save** **Close**

5. Review the employee's ratings and comments on their goals, add your supervisor ratings and comments.



Complete Manager Evaluation

Manager

Rating

Comment

Employee

Rating 3 - Consistently fulfills expectation.

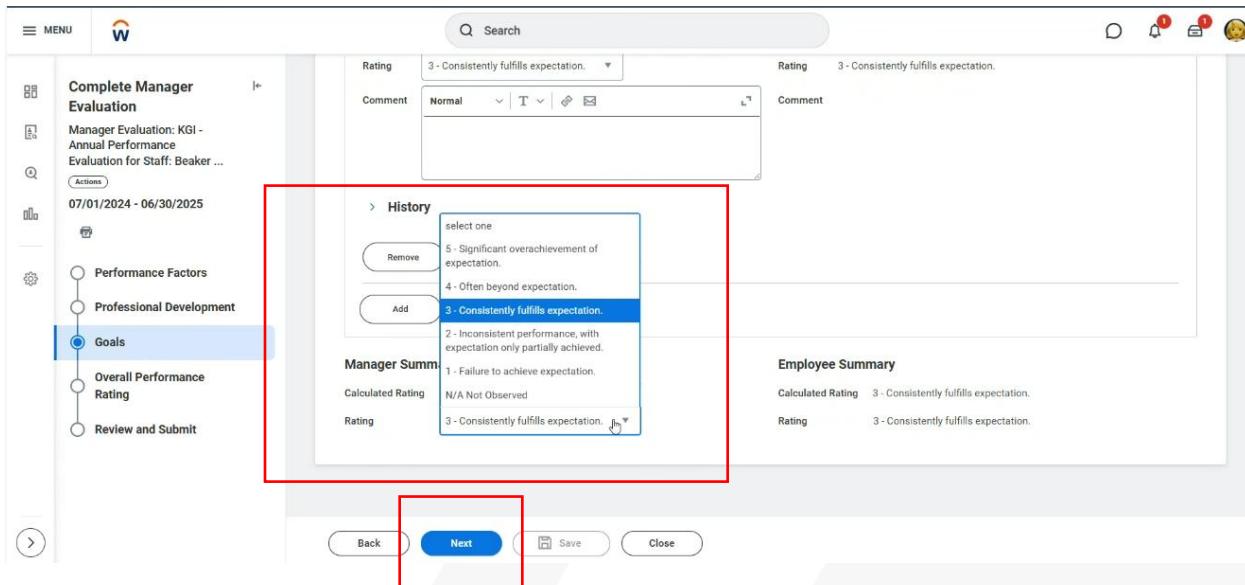
Comment

Manager Summary
Calculated Rating (empty)

Employee Summary
Calculated Rating 3 - Consistently fulfills expectation.

Back **Next** **Save** **Close**

6. Provide an overall rating on their performance of their previous year's goals, and click **Next**:



Rating: 3 - Consistently fulfills expectation.

Comment: Normal

Rating: 3 - Consistently fulfills expectation.

Comment:

History:

- select one
- 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.

Manager Summary:

Calculated Rating: 3 - Consistently fulfills expectation.

Rating: 3 - Consistently fulfills expectation.

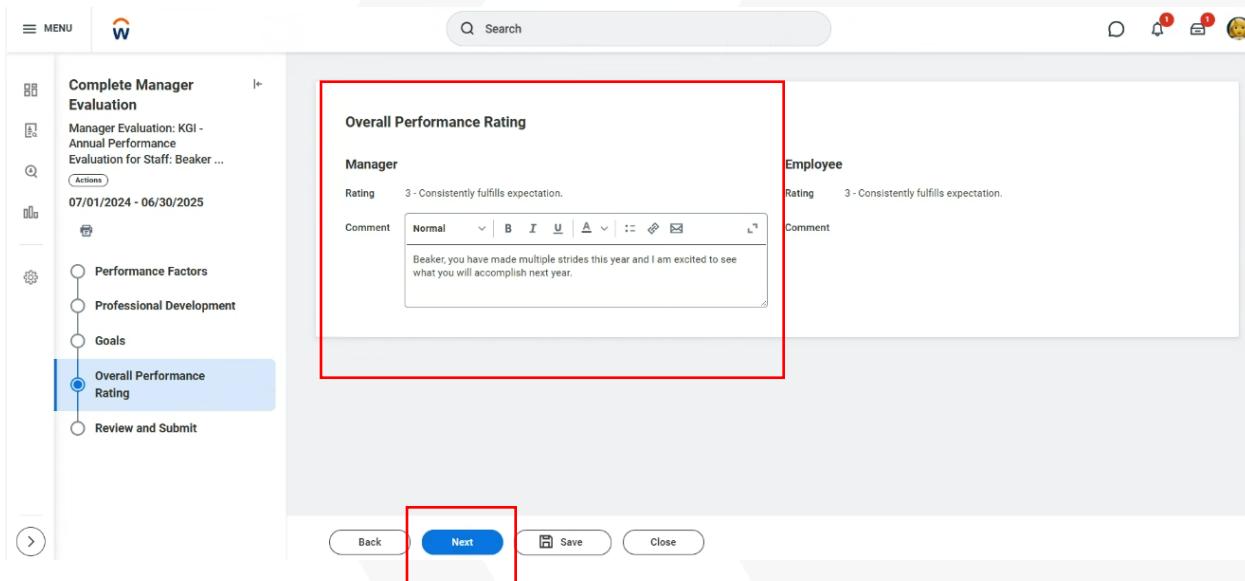
Employee Summary:

Calculated Rating: 3 - Consistently fulfills expectation.

Rating: 3 - Consistently fulfills expectation.

Back **Next** Save Close

7. Workday automatically generates an overall performance rating based on the ratings entered. Once you add your comments, click **Next**:



Overall Performance Rating

Manager

Rating: 3 - Consistently fulfills expectation.

Comment: Normal

Employee

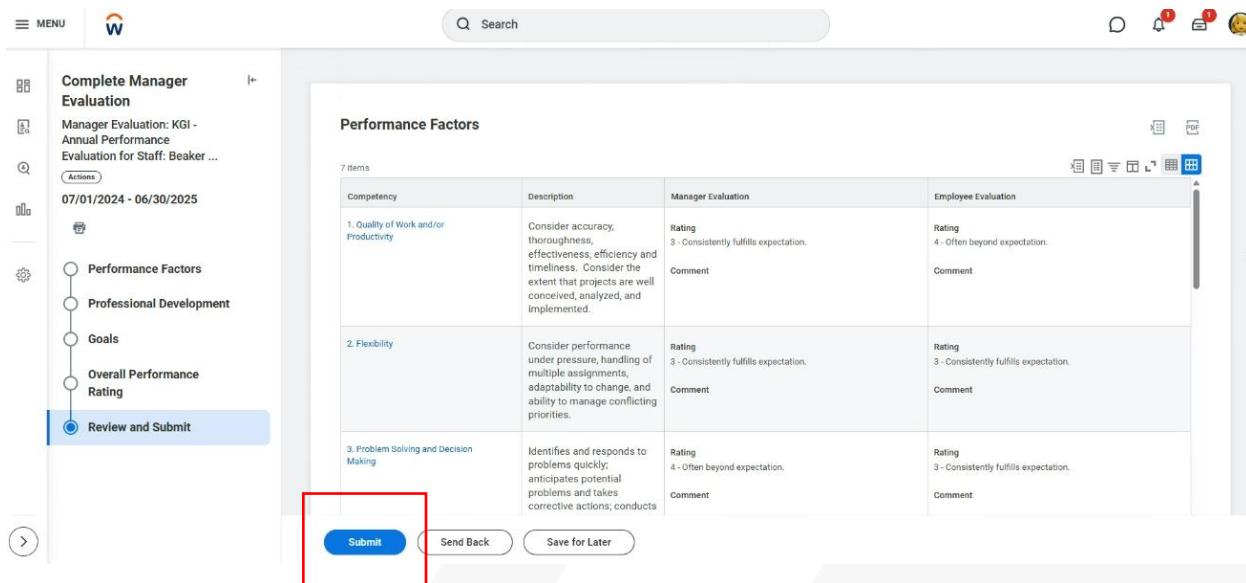
Rating: 3 - Consistently fulfills expectation.

Comment:

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

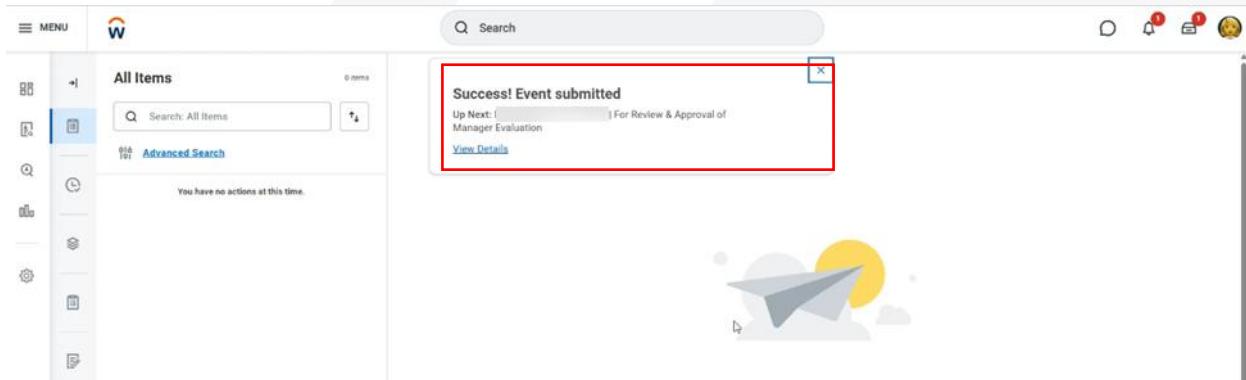
Back **Next** Save Close

8. Review the performance review for accuracy, then press **Submit** once you are ready:



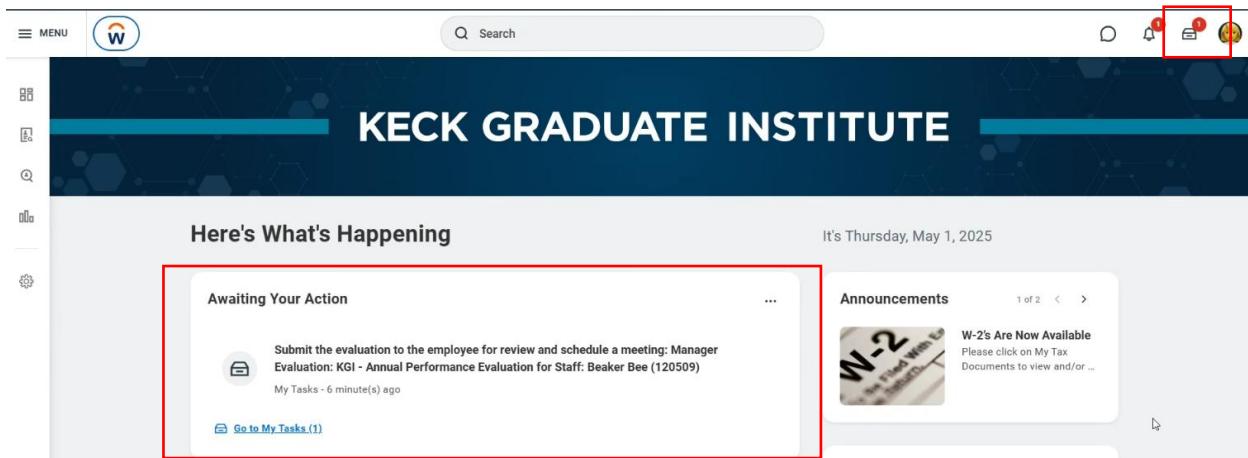
The screenshot shows a performance evaluation interface. On the left, a sidebar lists 'Complete Manager Evaluation', 'Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker ...', and a date range '07/01/2024 - 06/30/2025'. Below these are sections for 'Performance Factors', 'Professional Development', 'Goals', and 'Overall Performance Rating'. The 'Review and Submit' button is highlighted with a red box. The main content area is titled 'Performance Factors' and contains a table with 7 items. The table has four columns: Competency, Description, Manager Evaluation, and Employee Evaluation. The 'Manager Evaluation' column includes a 'Rating' section with options '3 - Consistently fulfills expectation.' and '4 - Often beyond expectation.' The 'Employee Evaluation' column also includes a 'Rating' section with the same options. Each row has a 'Comment' section. At the bottom of the table are buttons for 'Submit', 'Send Back', and 'Save for Later'.

9. Depending on the organizational structure of the department, the review will either go to your Manager or Cabinet-Level Supervisor first for approval:



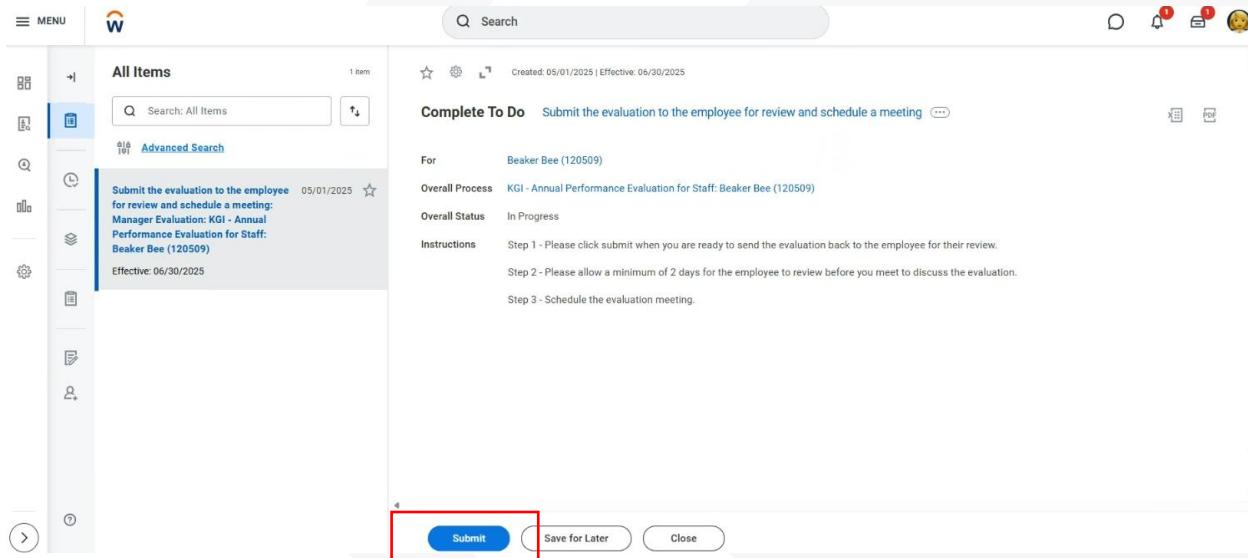
The screenshot shows a success message 'Success! Event submitted' in a red-bordered box. The message includes 'Up Next: [] For Review & Approval of Manager Evaluation' and a 'View Details' link. The background shows a sidebar with 'All Items' and a main area with a paper airplane icon.

10. Once any revisions are made, and your Manager and Cabinet-Level Supervisor approve, you will see a Task prompting you to **Submit the evaluation to the employee for review and schedule a meeting**:



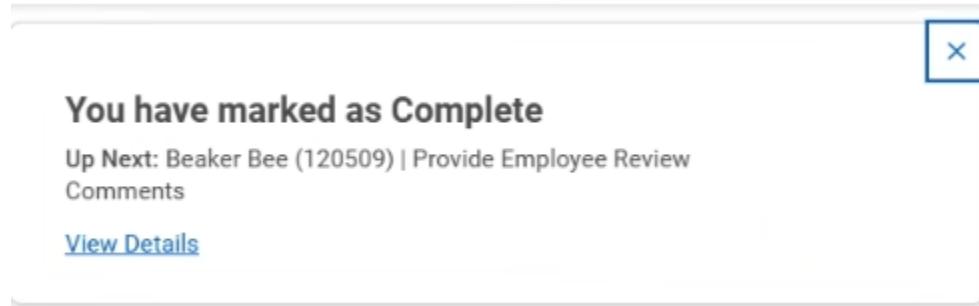
The screenshot shows the Keck Graduate Institute intranet homepage. At the top, there is a navigation bar with a menu icon, a search bar, and various user icons. The main header reads "KECK GRADUATE INSTITUTE". Below the header, a section titled "Here's What's Happening" displays a task notification: "Awaiting Your Action" for "Submit the evaluation to the employee for review and schedule a meeting: Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker Bee (120509)". The task was created 6 minutes ago. A red box highlights this notification. To the right, there is an "Announcements" section with a thumbnail for "W-2's Are Now Available".

11. Once you are ready, click **Submit**:

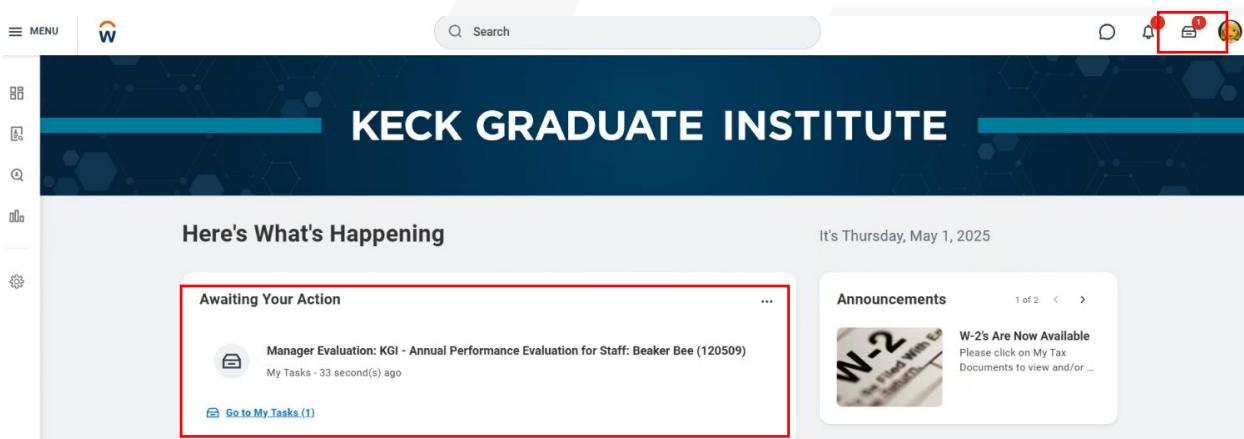


The screenshot shows the task details page for the evaluation task. The left sidebar shows a list of items, and the main content area displays the task details. The task is titled "Submit the evaluation to the employee for review and schedule a meeting" and is assigned to "Beaker Bee (120509)". The overall status is "In Progress". Instructions for the task are listed at the bottom. At the bottom of the page, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Close".

12. The employee will receive a task to review their evaluation and add comments, and should have about two days' notice to review it and prepare for your meeting:



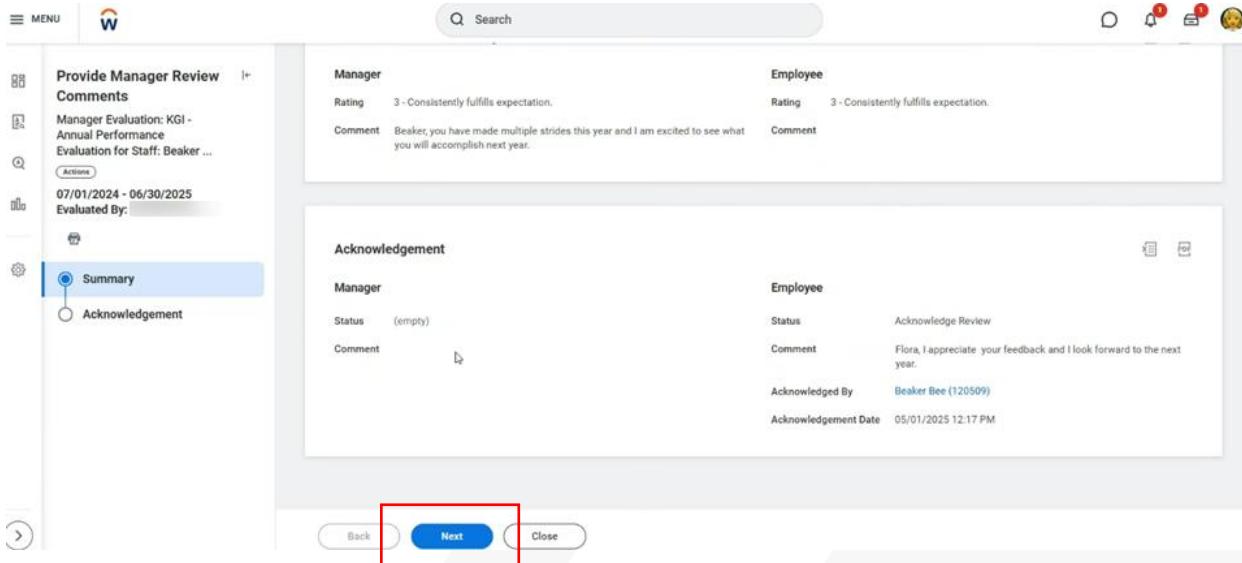
13. Once the employee has submitted their comments, a task will prompt you to insert your supervisor comments:



14. When you are ready, click on **Get Started**:



15. Once you finish reviewing, click **Next**:



Provide Manager Review

Comments

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

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

Acknowledgement

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 Bee (120509)

Acknowledgement

Manager

Status: (empty)

Comment: Beaker, I look forward to seeing what you will accomplish next year.

Employee

Status: Acknowledge Review

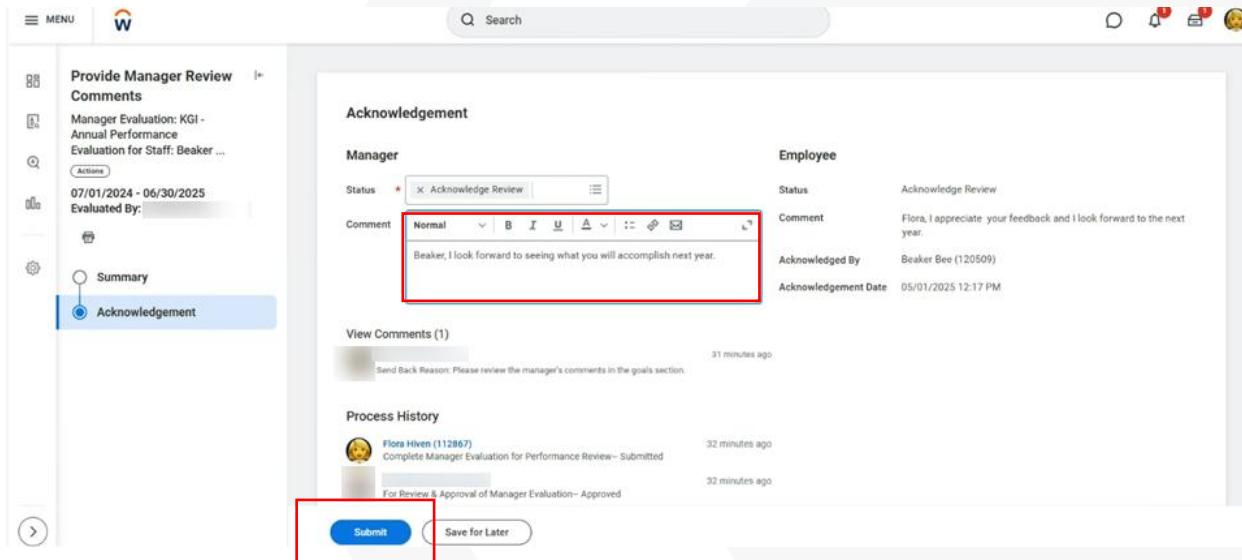
Comment: Flora, I appreciate your feedback and I look forward to the next year.

Acknowledged By: Beaker Bee (120509)

Acknowledgement Date: 05/01/2025 12:17 PM

Back **Next** Close

16. Add your supervisor comments, and press **Submit**:



Provide Manager Review

Comments

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

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

Acknowledgement

Manager

Status: * Acknowledge Review

Comment: Beaker, I look forward to seeing what you will accomplish next year.

Employee

Status: Acknowledge Review

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

Acknowledged By: Beaker Bee (120509)

Acknowledgement Date: 05/01/2025 12:17 PM

Acknowledgement

Manager

Status: * Acknowledge Review

Comment: Beaker, I look forward to seeing what you will accomplish next year.

Employee

Status: Acknowledge Review

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

Acknowledged By: Beaker Bee (120509)

Acknowledgement Date: 05/01/2025 12:17 PM

View Comments (1)

Send Back Reason: Please review the manager's comments in the goals section.

Process History

Flora Hiven (112867) Complete Manager Evaluation for Performance Review- Submitted 32 minutes ago

For Review & Approval of Manager Evaluation- Approved 32 minutes ago

Submit **Save for Later**



17. Once you press Submit, the event will be completed:

