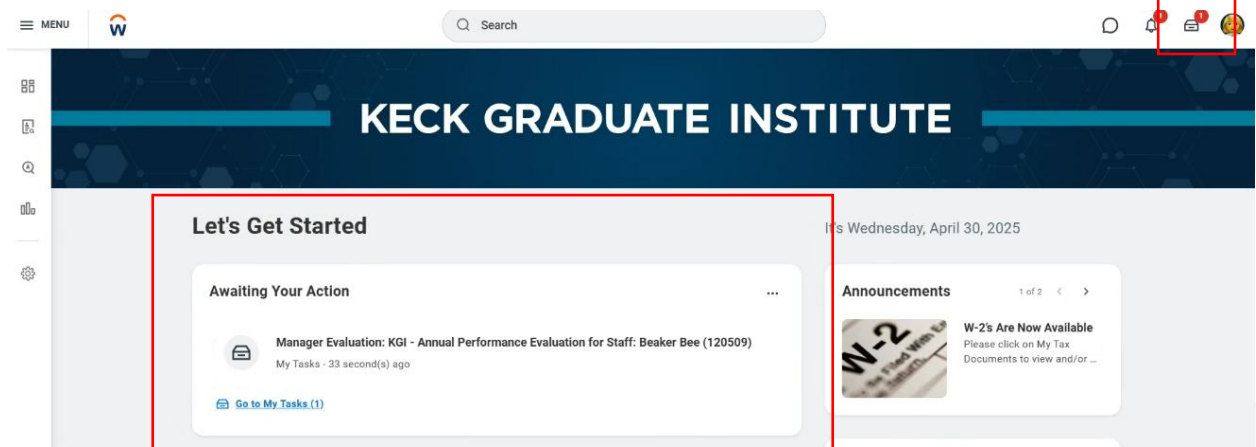
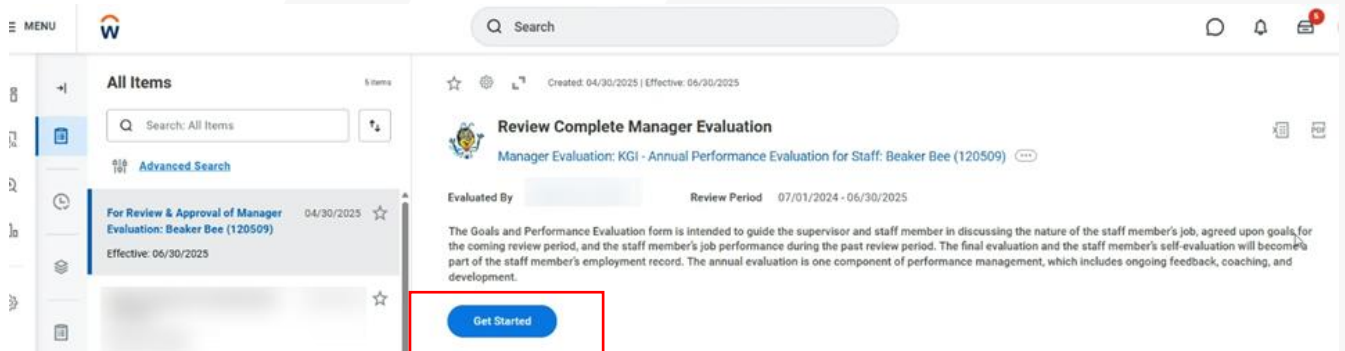


## Supervisor: How to Complete Employee Evaluations in Workday (Step by Step Guide)

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.



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



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



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**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.

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.	<div>Rating</div> <div>5 - Significant overachievement of expectation.</div> <div>4 - Often beyond expectation.</div> <div>3 - Consistently fulfills expectation.</div> <div>2 - Inconsistent performance, with expectation only partially achieved.</div> <div>1 - Failure to achieve expectation.</div> <div>N/A Not Observed</div>	<div>Rating</div> <div>4 - Often beyond expectation.</div> <div>Comment</div>
2. Flexibility	Consider performance under pressure, handling of multiple assignments, adaptability to change, and ability to manage conflicting priorities.		<div>Rating</div> <div>3 - Consistently fulfills expectation.</div> <div>Comment</div>
3. Leadership	Consider the degree to which the staff member takes ownership and responsibility for 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>3 - Consistently fulfills expectation.</div> <div>Comment</div>	<div>Rating</div> <div>4 - Often beyond expectation.</div> <div>Comment</div>
7. Technology Skills	Consider the degree to which the staff member effectively uses or incorporates technology to improve service and/or accomplish assigned tasks.	<div>Rating</div> <div>4 - Often beyond expectation.</div> <div>Comment</div>	<div>Rating</div> <div>4 - Often beyond expectation.</div> <div>Comment</div>

**Manager Summary**  
Calculated Rating 3 - Consistently fulfills expectation.

**Employee Summary**  
Calculated Rating 3 - Consistently fulfills expectation.

Back Next Save Close

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

MENU

W

Search

🔔 1

📧 1

👤

**Complete Manager Evaluation**

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

07/01/2024 - 06/30/2025

- Performance Factors
- Professional Development**
- 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.

**Manager**

Answer Normal B I U A 🔗 📧 📎

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.

MENU

W

Search

🔔 1

📧 1

👤

**Complete Manager Evaluation**

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

07/01/2024 - 06/30/2025

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

Milestone	Due Date	Status
No Data		

**Manager**

Rating select one

Comment 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.

N/A Not Observed

Add

**Employee**

Rating 3 - Consistently fulfills expectation.

Comment

**Manager Summary**

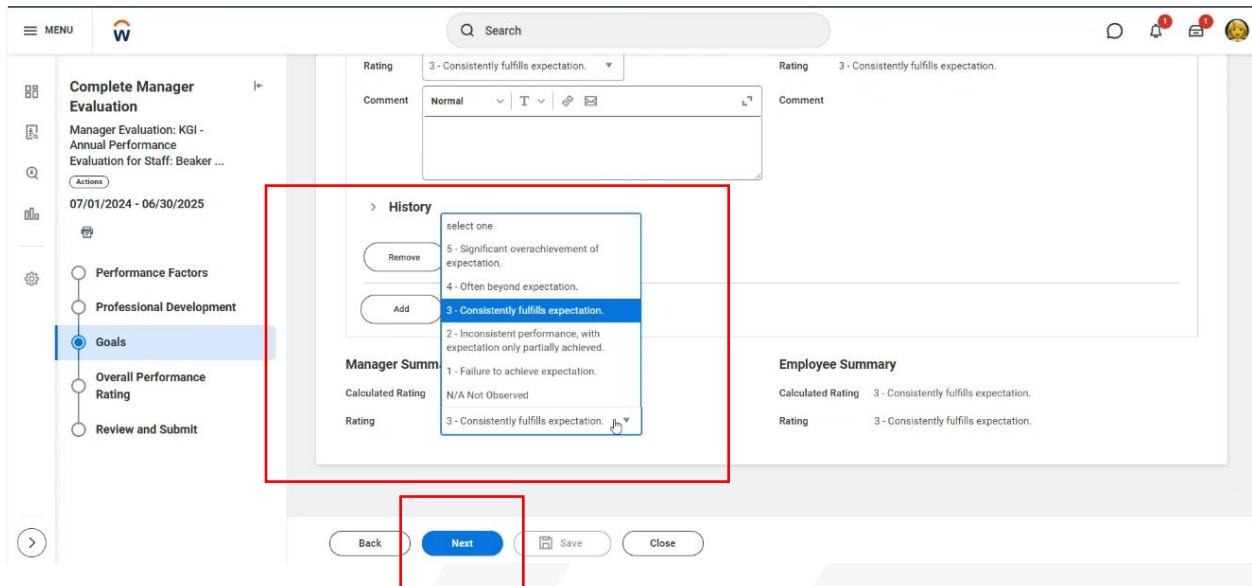
Calculated Rating (empty)

**Employee Summary**

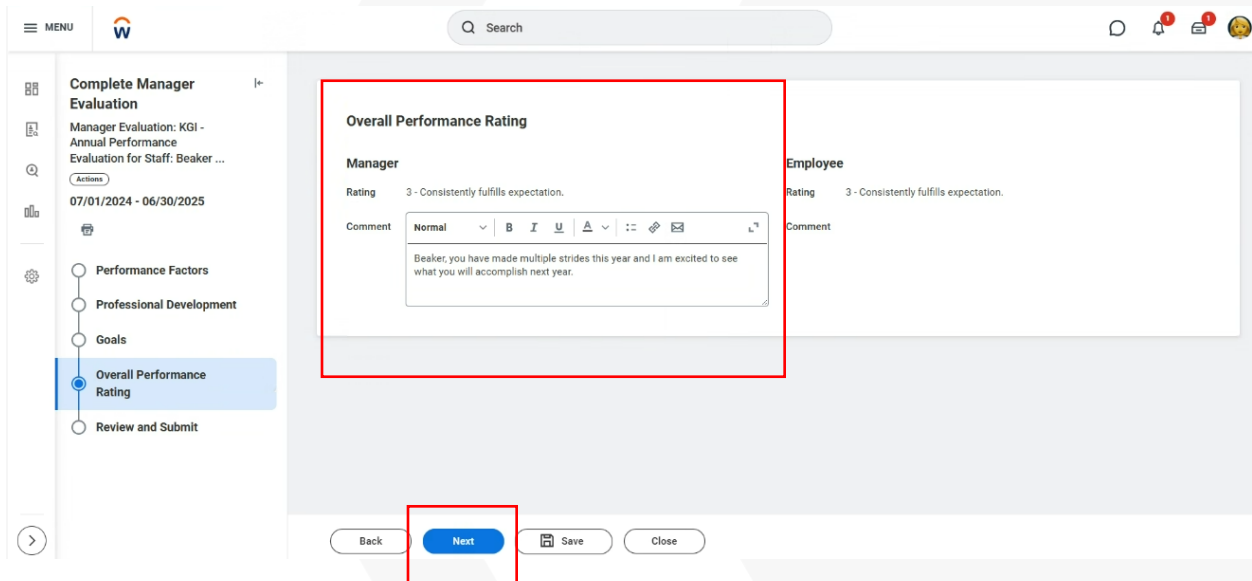
Calculated Rating 3 - Consistently fulfills expectation.

Back
Next
Save
Close

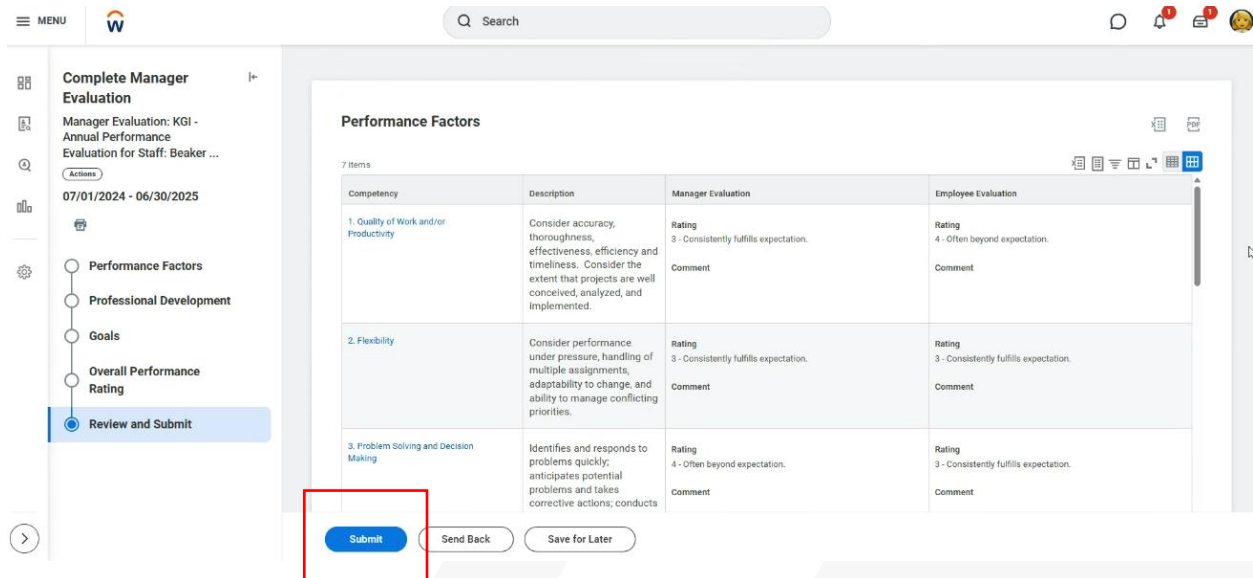
6. Provide an overall rating on their performance of their previous year's goals, and click **Next**:



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



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



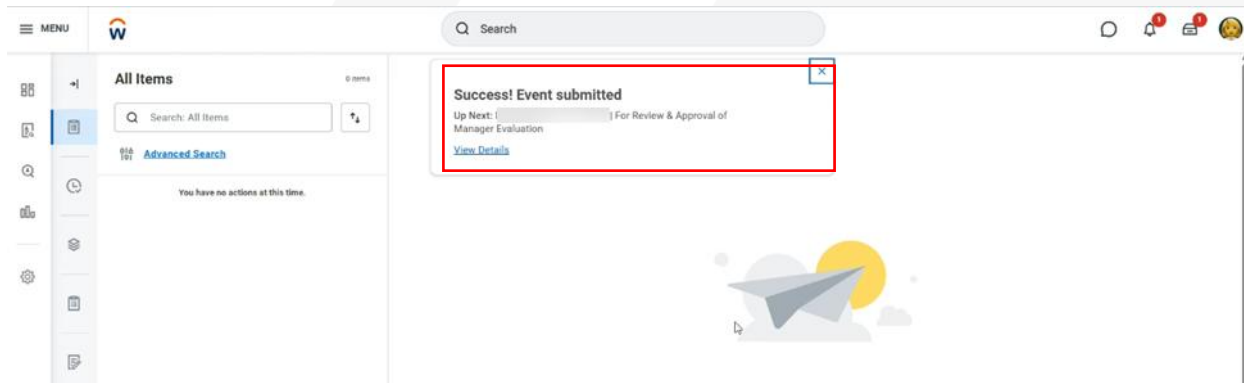
**Complete Manager Evaluation**  
 Manager Evaluation: KGI - Annual Performance Evaluation for Staff: Beaker ...  
 07/01/2024 - 06/30/2025

**Performance Factors**

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.	Rating 3 - Consistently fulfills expectation. Comment	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	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	Rating 4 - Often beyond expectation. Comment	Rating 3 - Consistently fulfills expectation. Comment

**Submit** Send Back 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:

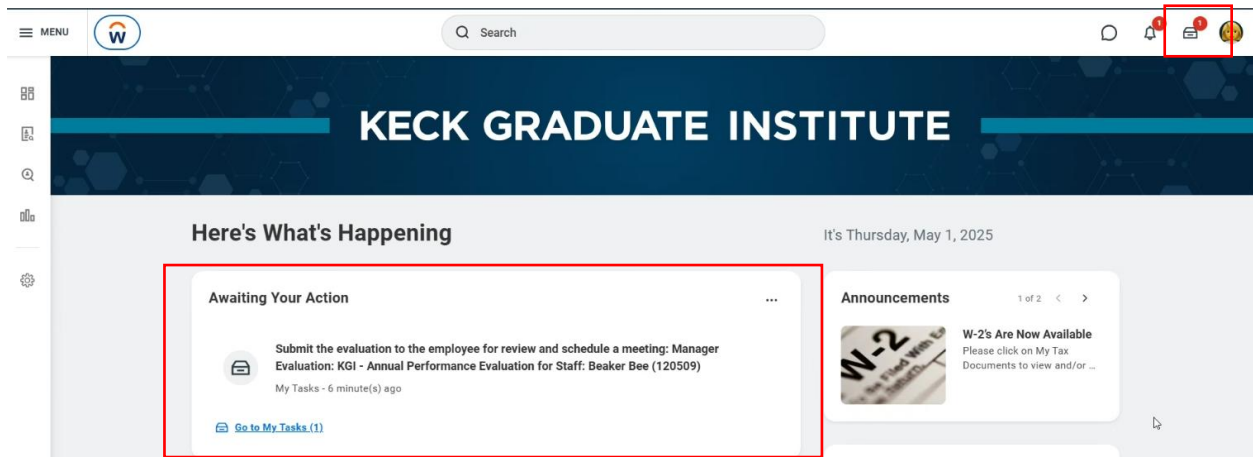


**All Items**

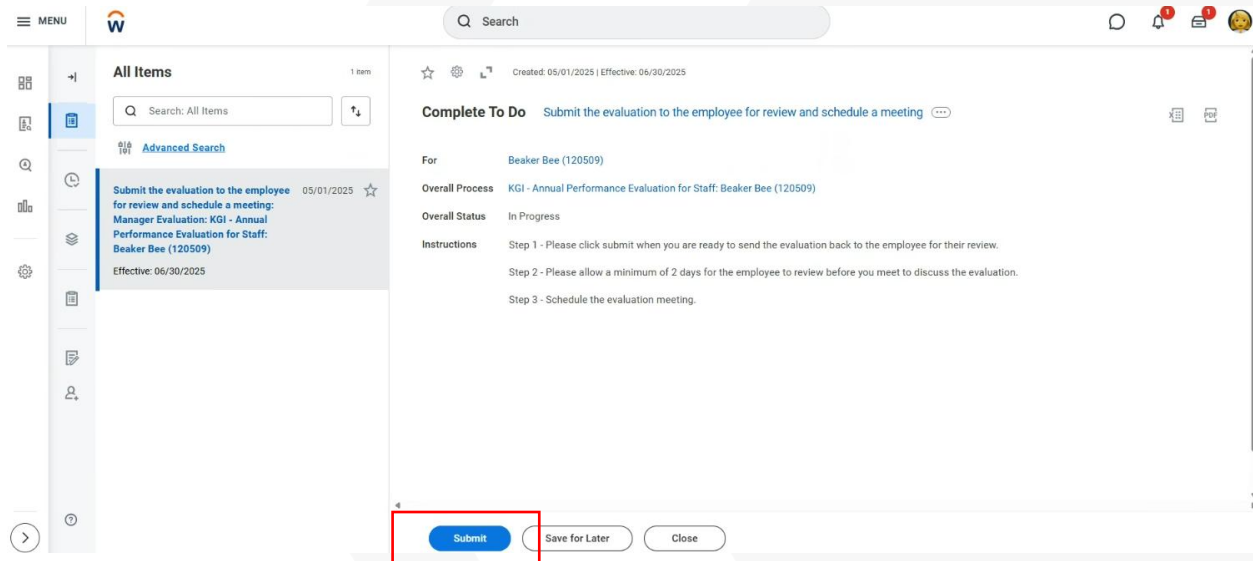
Search: All Items

**Success! Event submitted**  
 Up Next: [ ] For Review & Approval of  
 Manager Evaluation  
[View Details](#)

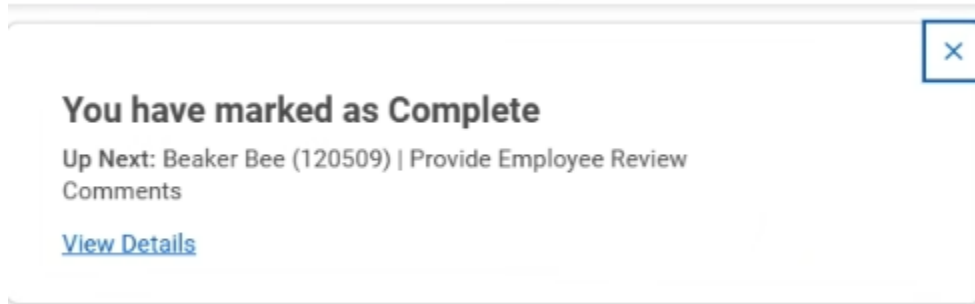
10. Once any revisions are made, and your Manager and Cabinet-Level Supervisor approve, you will see a Task prompting you to **Submit the evaluation to the employee for review and schedule a meeting**:



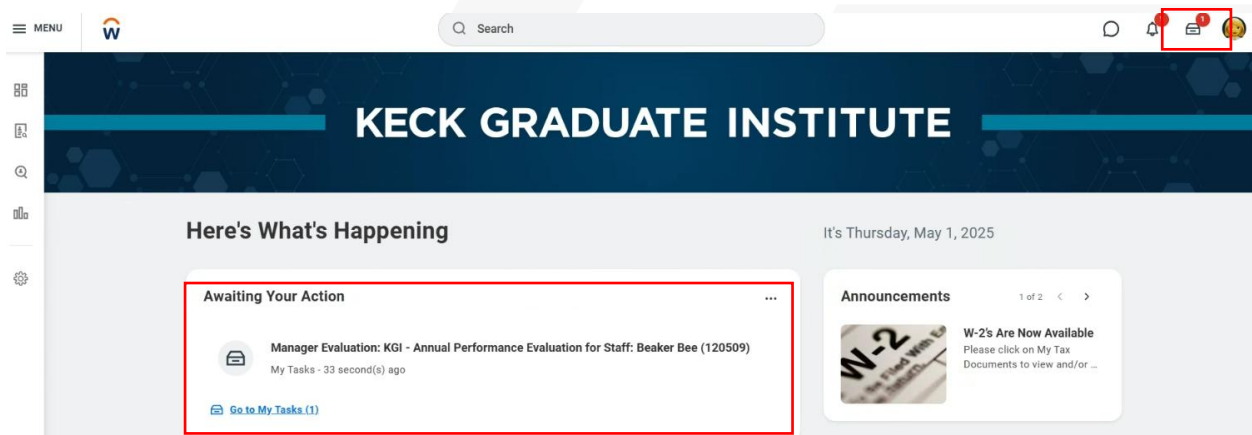
11. Once you are ready, click **Submit**:



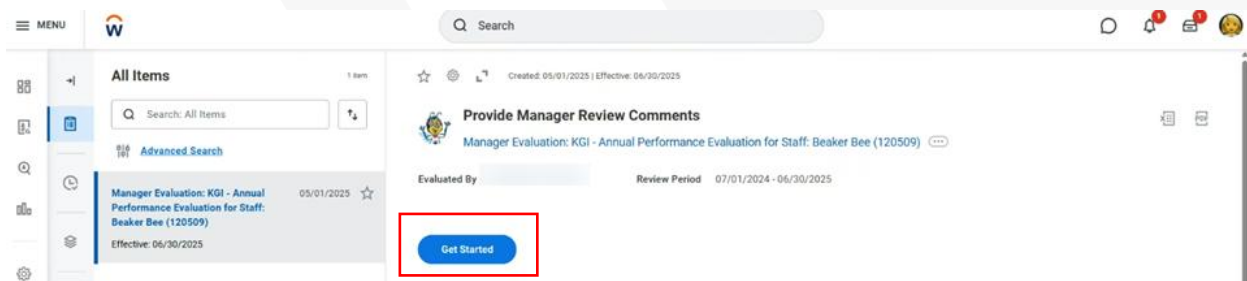
12. The employee will receive a task to review their evaluation and add comments, and should have about two days' notice to review it and prepare for your meeting:



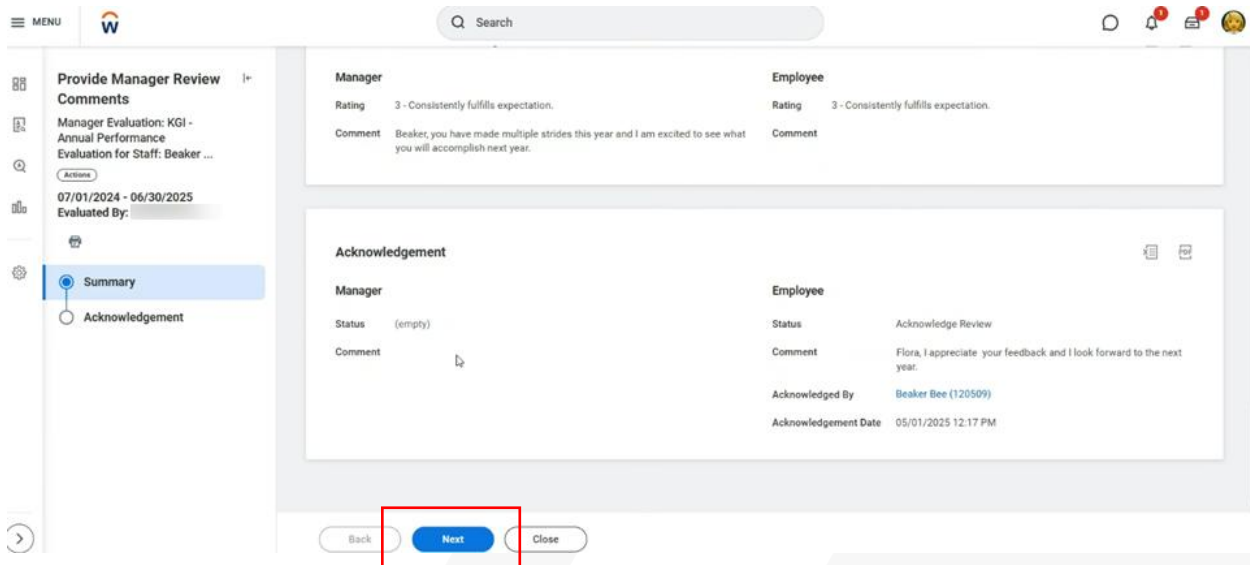
13. Once the employee has submitted their comments, a task will prompt you to insert your supervisor comments:



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

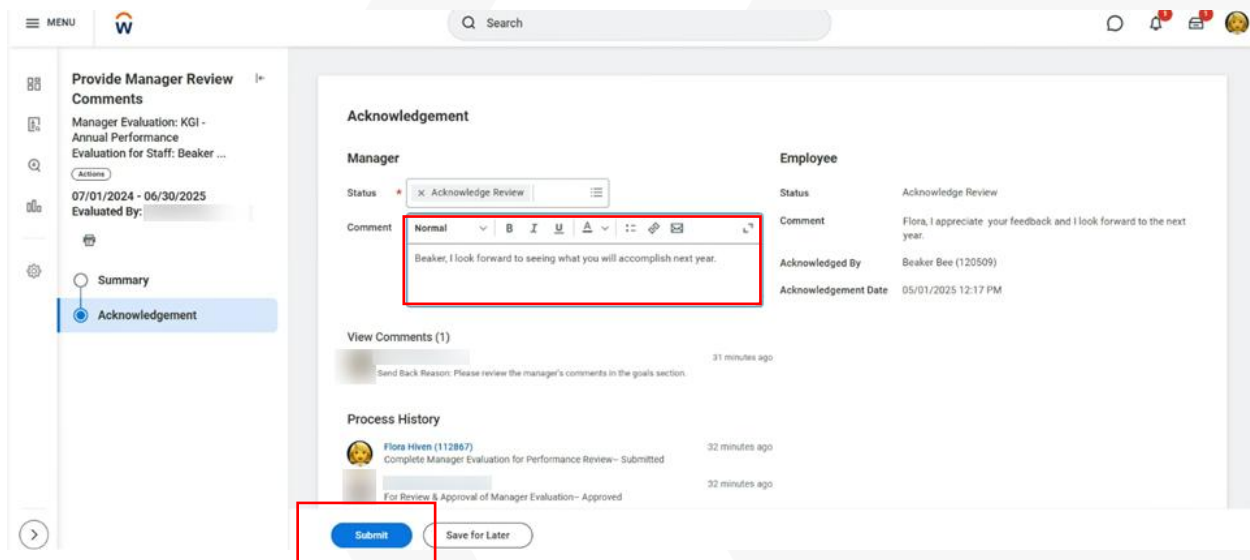


15. Once you finish reviewing, click **Next**:



The screenshot shows the 'Provide Manager Review Comments' interface. On the left, a sidebar lists 'Summary' and 'Acknowledgement', with 'Acknowledgement' selected. The main content area is divided into 'Manager' and 'Employee' sections. The 'Manager' section shows a rating of 3 and a comment. The 'Employee' section shows a rating of 3 and a comment. Below these, the 'Acknowledgement' section is active, showing a status of '(empty)' and a comment field. At the bottom, there are three buttons: 'Back', 'Next' (highlighted with a red box), and 'Close'.

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



The screenshot shows the 'Provide Manager Review Comments' interface. On the left, a sidebar lists 'Summary' and 'Acknowledgement', with 'Acknowledgement' selected. The main content area is divided into 'Manager' and 'Employee' sections. The 'Manager' section shows a status of 'x: Acknowledge Review' and a comment field. The 'Employee' section shows a status of 'Acknowledge Review' and a comment. Below these, the 'Acknowledgement' section is active, showing a status of 'Acknowledge Review' and a comment. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Save for Later'.





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

Q Search



**Success! Event submitted**

[View Details](#)