Supervisor: How to Complete Employee Evaluations in Workday (Step by Step Guide)
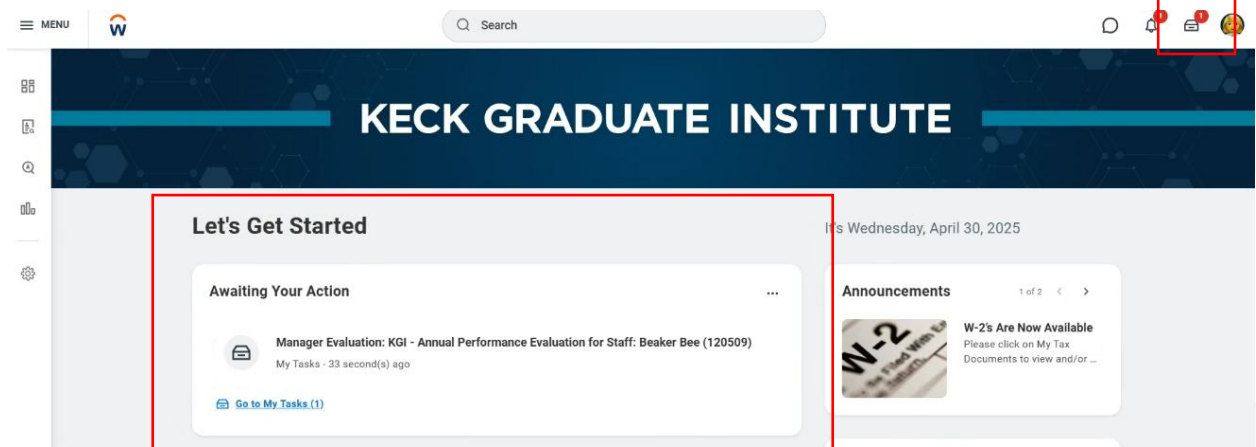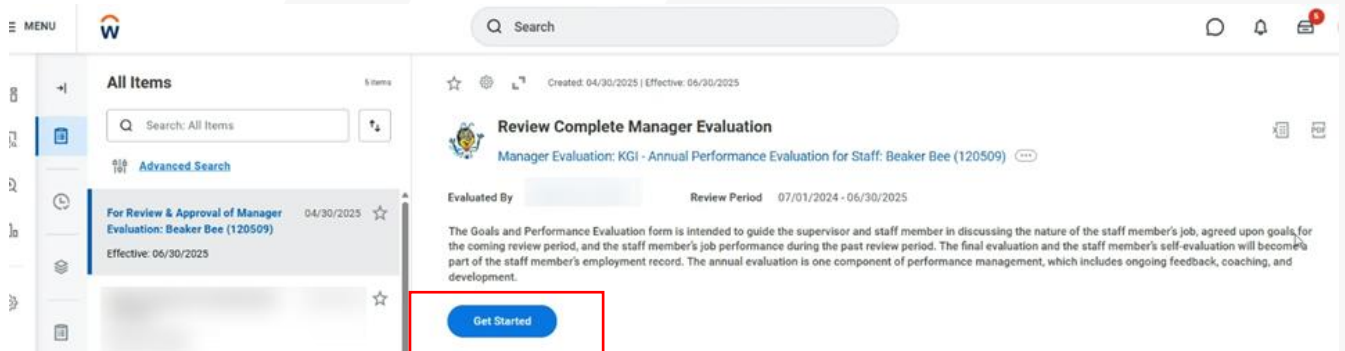
1. Go to your **Awaiting your Action** tasks, you can also click your **Inbox** in the top right corner to the left of your picture.

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**:

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

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

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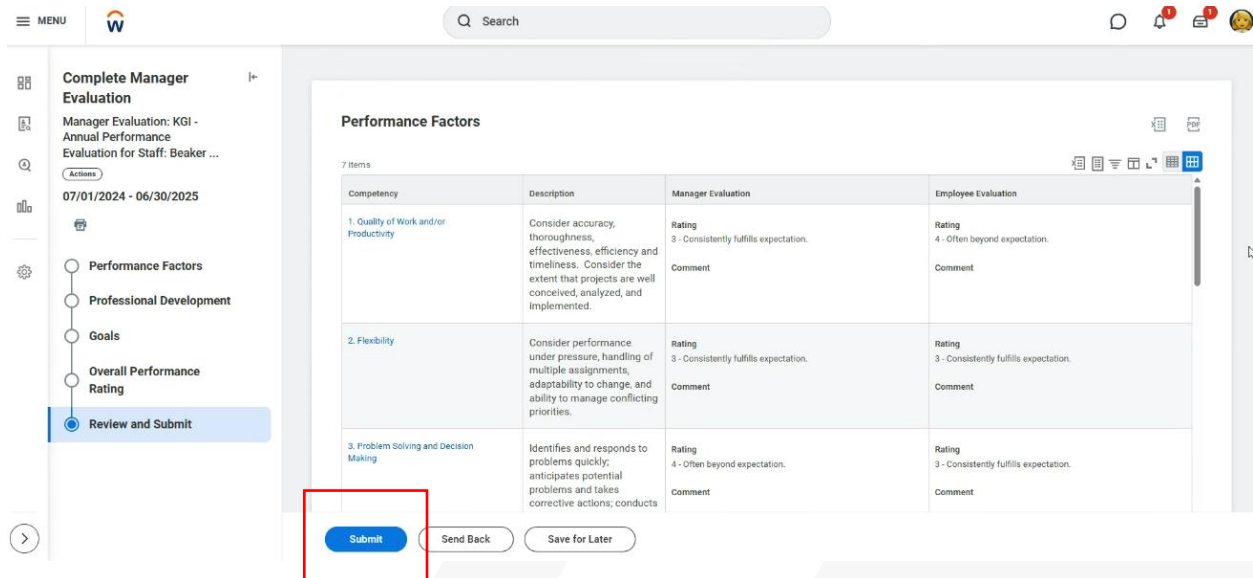
8. Review the performance review for accuracy, then press **Submit** once you are ready:
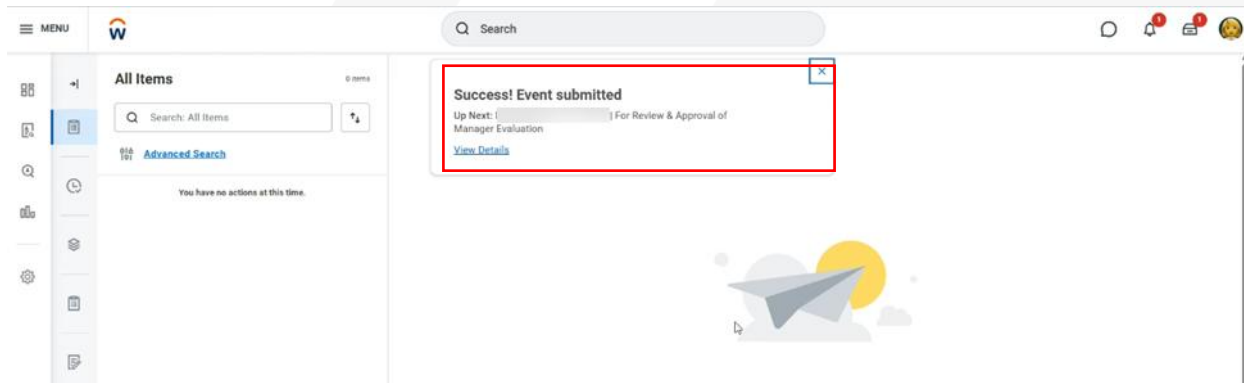

9. Depending on the organizational structure of the department, the review will either go to your Manager or Cabinet-Level Supervisor first for approval:
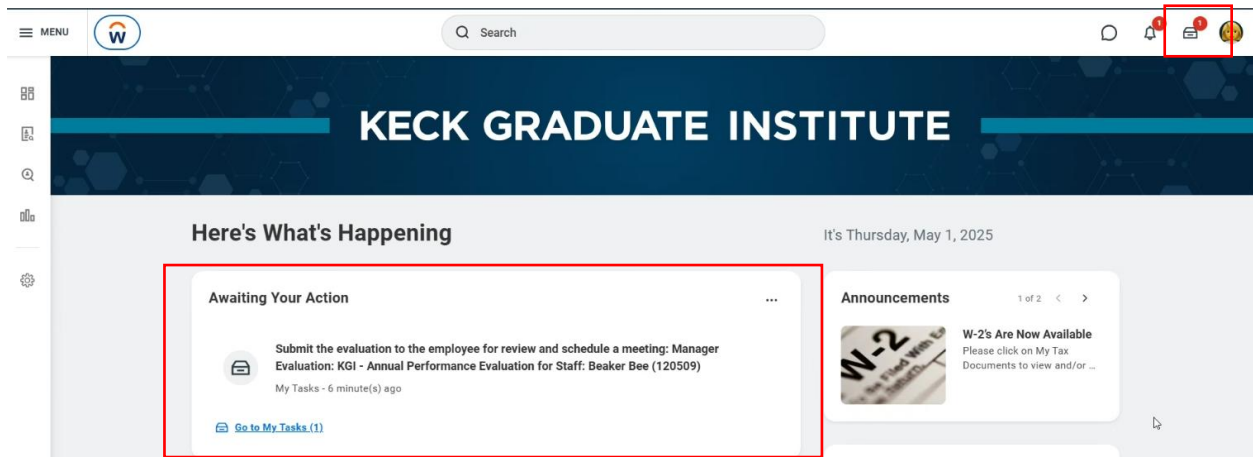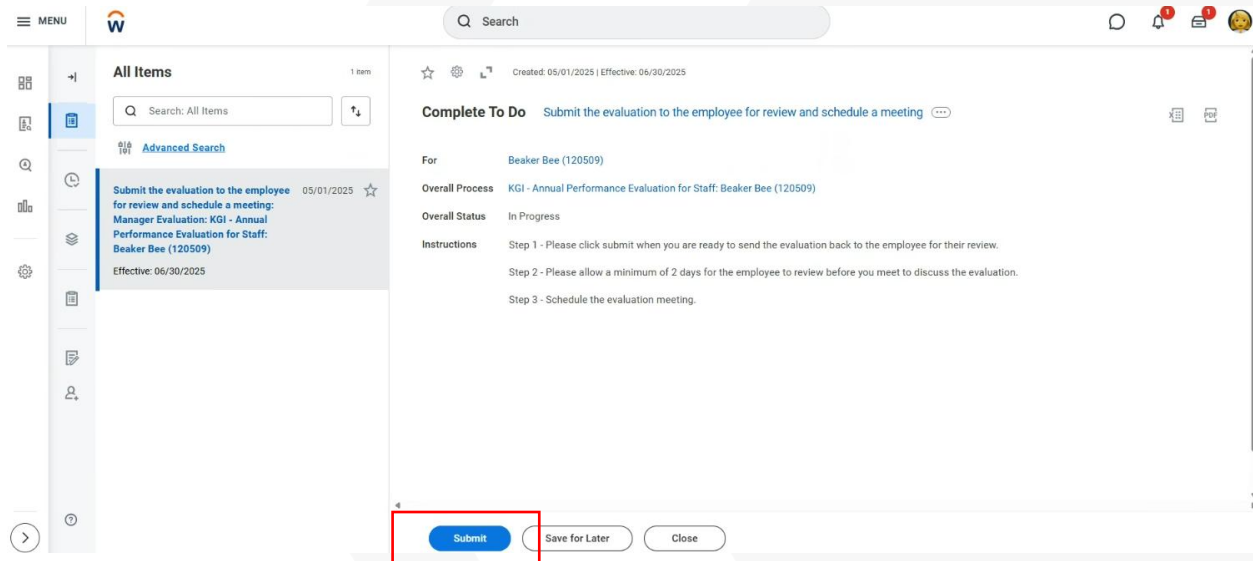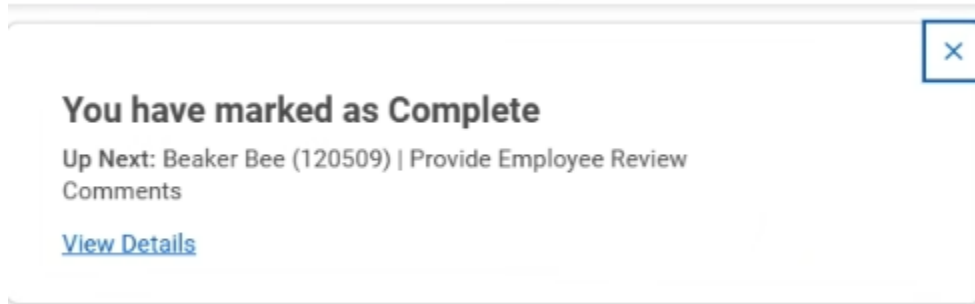
10. Once any revisions are made, and your Manager and Cabinet-Level Supervisor approve, you will see a Task prompting you to **Submit the evaluation to the employee for review and schedule a meeting:**
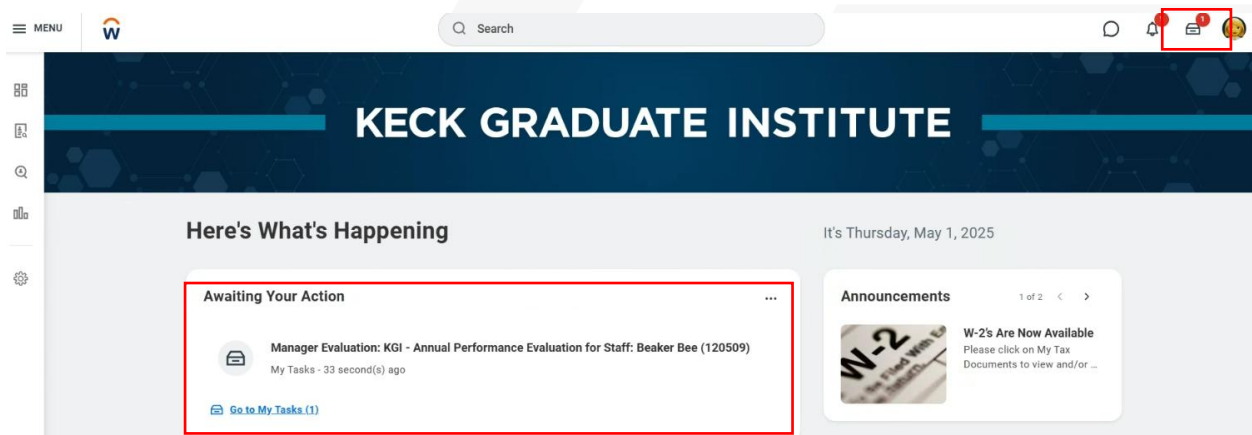

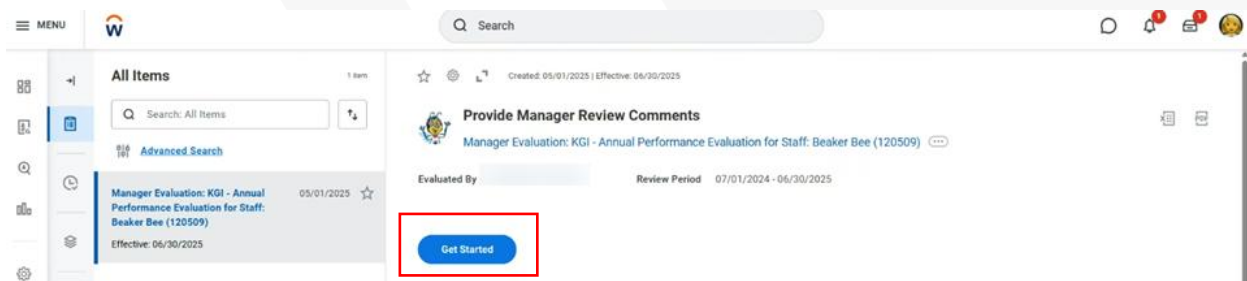11. Once you are ready, click **Submit:**

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:
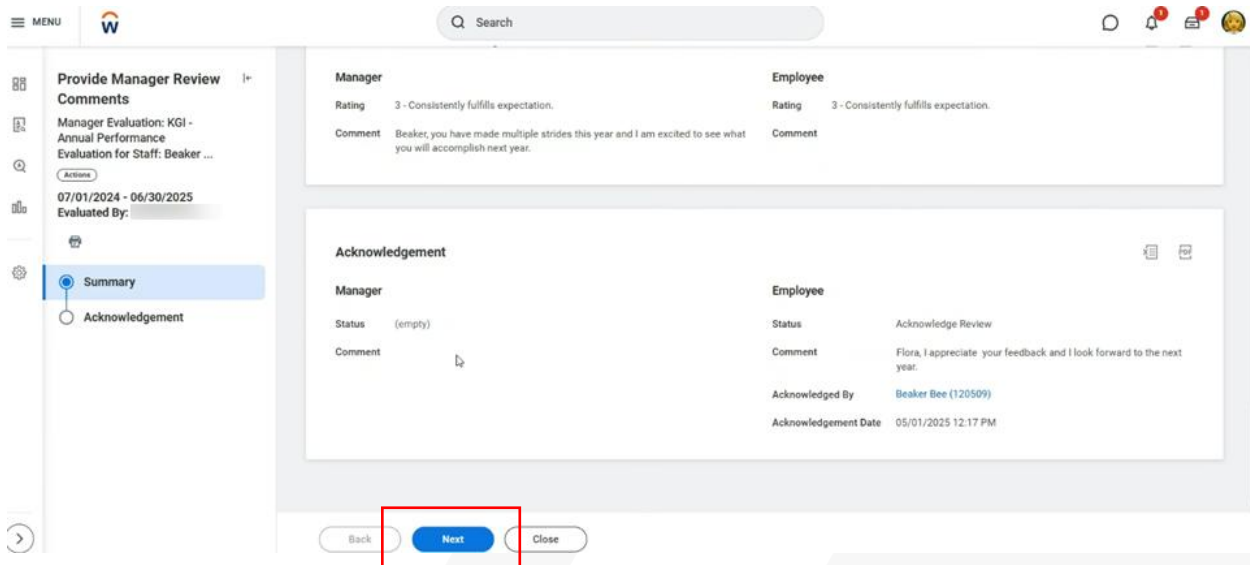

13. Once the employee has submitted their comments, a task will prompt you to insert your supervisor comments:

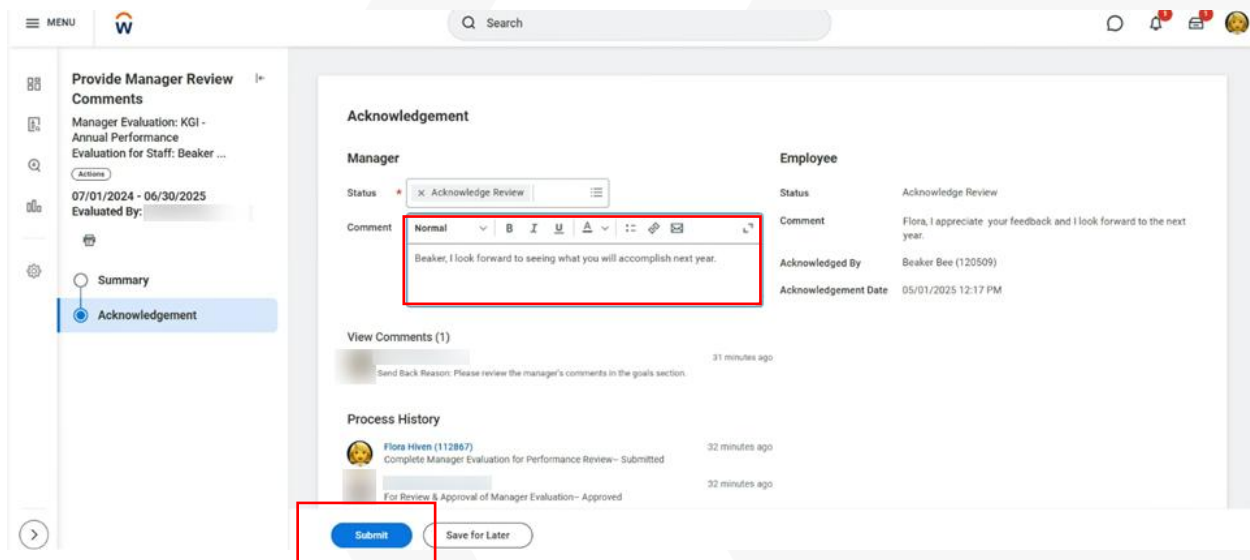14. When you are ready, click on **Get Started:**

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

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

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

🔍 Search

Success! Event submitted

View Details