Performance Review Workflow

The following steps outline the performance review workflow in Workday.
Each step will appear in your Workday 'Tasks' section for easy access and completion.

1. **Employee Self-Evaluation**

   The employee begins the process by completing the **Complete Self-Evaluation Task.** Once completed, it is sent to their direct supervisor for review and completion.

2. **Supervisor Evaluation**

   The supervisor reviews the self-evaluation by completing the **Manager Evaluation: KGI – Annual Performance Evaluation** task, providing ratings and supporting comments on the employee's performance review. The supervisor may also return the review to the employee to request clarification or additional information. Once completed, it is sent to the supervisor's Manager and the Cabinet-Level Supervisor for review and approval.

3. **Manager/Cabinet-Level Review**

   The supervisor's Manager and Cabinet-Level Supervisor complete the **Manager Evaluation: KGI – Annual Performance Evaluation** task by reviewing the ratings and supporting comments on the employee's performance review. They may also return the review to the employee or supervisor to request clarification or additional information before final approval.

4. **Human Resources Review**

   Once approved by the supervisor's Manager and Cabinet-Level Supervisor, the review is routed to Human Resources to ensure the evaluation is properly completed and includes all required sections.

5. **Meeting Scheduling and Supervisor Submission to Employee**

   After the approvals, the supervisor receives the **Submit the evaluation to the employee for review and schedule a meeting: Manager Evaluation** task, through which they submit the review, and schedule the employee's performance review meeting.

6. **Employee Review**

   After final approval, the employee receives the review and accesses it by clicking the **Manager Evaluation: KGI – Annual Performance Evaluation** task, where they can provide comments and acknowledge receipt.

7. **Supervisor Finalization**

   After the employee has acknowledged the review, the supervisor adds any final comments and submits the review by completing the **Manager Evaluation: KGI – Annual Performance Evaluation.**

   Once all steps are completed, the performance review is considered finalized and complete.