COMPLETE/CANCEL

SELF-APPRAISAL IN WORKDAY



Self-appraisals may be completed and canceled in Workday. Forms completed in Workday will automatically route to your manager upon submission.

Complete Self-Appraisal

- 1. Select **Talent and Performance** app under Global Navigation menu or use **Search** type **Talent and Performance** select it from list
- 2. Under the Talent and Performance menu, select **Start My Performance Review**
- Select the prompt in the Review Template field, and then Staff Self-Appraisal 2023-2024 (review period start and end dates will default in)
- 4. Select **Submit** and **Open** (**Start Performance Review Confirmation**)
- 5. Select Get Started to begin

Apps	Shortcuts	
Your Save	d Order	(†)
	Supplemental Reports	ĺ
2	Talent and Performance	
	alent and Performance	

	Talent and Performance				
	My Performance Reviews and Self-Appraisals				
	Printable Review				
[Start My Performance Review				

Start My Performance Review			
Review Template *	x Staff Self-Appraisal (2023 i≡ 2024)		
Period Start Date	04/01/2023		
Period End Date	03/31/2024		
Submit	Cancel		

Self-Assessment Section

- Review each question and use the answer field to document your response for each item; formatted text options include:
- Font-Bold-Italic-Underline-Emphasis-Bullet
- Links to external content
- Expansion arrows to enlarge response box

Employee							
Answer	Format	∨ B	I	Ū	$\underline{A} \ \lor \ \ \equiv \ \ {\boldsymbol{\heartsuit}}$	e ⁿ	

COMPLETE/CANCEL



SELF-APPRAISAL IN WORKDAY

- 6. Select Next to save changes and Submit or Save for Later
- 7. Once submitted, the review will be accessible in 2 locations:
 #1-Under the Talent and Performance app>My Performance Reviews and Self Appraisals

#2-Workday homepage Profile>View Profile>Performance Tab>Performance Reviews

8. From **Performance Reviews** screen you can **View** or **View** & **Download PDF** version of form to print, or share electronically with your manager

Cancel In Progress Self-Appraisal

Option #1

- Access reviews from Talent and Performance app under Global Navigation
- Select the related actions next to the **Staff Self-Appraisal**
- Hover over Business Process
- Select Cancel and add comment
- Select Submit

Option #2

- Go to My Tasks>Archive tab
- Select Self-Appraisal from list of Inbox items
- Select **Cancel** and add comment
- Select **Submit**

In Progress 1 item		
		×
Review		
Staff Solf Approince (2022-2024)	Business Process	Cancel
Staff Self-Appraisal (2023-2024):	Talent	>

Archive 26 items	Self Evaluation: Staff Self-Appraisal (2023-2024):
Q Search: Archive	XII PDF L "
010 Advanced Search From Last 90 Days	01/17/2024 - In Progress: You completed this item on 01/17/2024.
Staff Self-Appraisal (2023-2024): 01/17/2024	
01/17/2024 - In Progress:	4
	Cancel