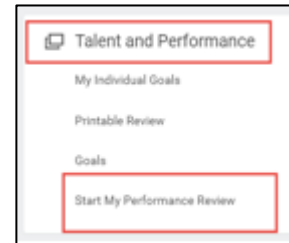


COMPLETE THE SELF-APPRAISAL IN WORKDAY

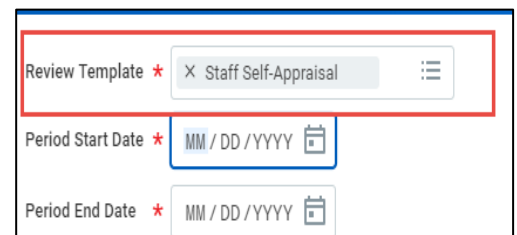


Self-appraisals may be completed in Workday. Forms completed in Workday **will automatically route** to your manager upon submission.

1. Select the **Talent and Performance** app on Your Home Landing Page
2. Under the Talent and Performance menu, select **Start My Performance Review**



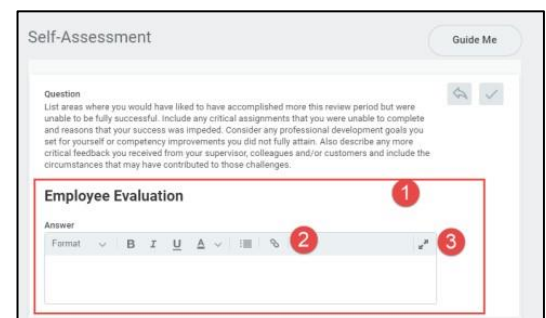
3. Select the prompt in the Review Template field, and then **Staff Self-Appraisal**



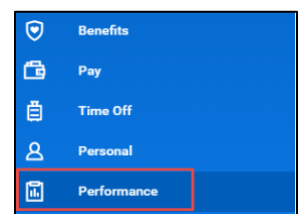
4. Enter the correct review year period start and end dates and then select **Submit**

5. Select **Open** on the next screen to begin the Self-Appraisal

6. Select the **pencil icon** to open the individual answer field for each question; formatted text options include bullets, underlines, bolding, and links to external content. Select the expansion arrows to pop-out the response box to a larger format



7. Once submitted, the review will be accessible in 2 locations: 1.) Under the **Talent and Performance** app and 2.) In the **Performance** tab on the **View Profile** page (under the cloud)



8. Open the form and select the **Printer** icon to generate a **PDF** version to print, or share electronically with your manager

