Frequently Asked Questions: Annual Performance Evaluation
March 2018

1. Will I receive an appraisal form for seasonal/intermittent staff?

No. The Performance Development process is required only for staff in regular and fixed term positions. You may request a form for seasonal/intermittent staff from your HR Consultant, but one will not otherwise be delivered as part of the standard process in Workday.

2. Are there other staff for whom I won’t receive an appraisal form in Workday?

Yes. Certain staff members, such as many deans and center or department directors, whose primary positions are in the faculty job family will not be included in the staff performance development process. Their positions will be part of the review process for faculty. Members of the senior administration may also participate in a separate review process, as do staff subject to a collective bargaining agreement.

3. My staff member is finishing up the probation period, and I received both a probation period review form and an annual appraisal form. Which should I use?

A best practice is to complete an annual appraisal form if you anticipate recommending a merit increase for the staff member. Given their limited time in the department, staff who have not completed the probationary period are not eligible for and may not be rated at the highest overall performance rating. This rating is reserved for staff who have demonstrated exceptional performance over a full 12-month period.

4. My staff member has a part-time position at Brown in addition to a job in my department. Who will receive the annual performance appraisal in Workday?

Annual performance appraisals will route to the manager of the primary position (generally the first position the staff member was hired into, or the higher percent time position). Managers of the staff member’s additional position may be asked to provide feedback about performance to the primary position’s manager who can add this feedback to the review form.

5. A staff member reports to me in Workday but also performs work for others in the department. How do I incorporate the feedback from multiple supervisors (or others) into my appraisal?

Feedback from others can be incorporated by cutting and pasting from appraisal information sent as email or other document formats. Use the rich text functionality in the comment boxes on the appraisal form as needed to distinguish feedback from multiple sources. In addition, separate documents can be linked to a single appraisal form using hyperlinks.
For staff members who transferred into your department during the appraisal year, feedback from their prior manager should be collected and incorporated to be certain that an annual appraisal reflects the staff member’s full year of work. The Workday Manager will be responsible for determining the single performance rating that best reflects the overall feedback provided.

Workday performance appraisals can be reassigned to someone other than the Workday manager. Please consult the Performance Partner for your department or University Human Resources for more information.

6. My own manager wants to review the appraisal I am preparing for the staff member I supervise. How and when in the process can I share a draft?

Second level managers are not part of the performance review work flow and do not review or approve performance appraisals in Workday. Your manager and you should determine when the draft appraisal should be shared for input. Use the printer icon to generate a PDF version to share via email or hard copy.

PDF versions may be generated while appraisals are in your Workday inbox, before you click the Submit button to route the appraisal to your Performance Partner and after the Performance Partner returns the locked appraisal to you for your discussion with the staff member. Please see the flow chart on the UHR website for more information.

7. I would like to use the Narrative Annual Appraisal. Where is that form in Workday?

The Narrative Form can be requested from your department’s Performance Partner. The Competency-Based Form may remain in your Workday inbox for a time until a process is run to mass cancel all redundant forms.

8. After our conversation about performance, my staff member and I have agreed to make changes to my draft. How can we do that?

The acknowledgement and comment functionality is used to document any agreed upon changes.

You and your staff member may agree to revisions to your original draft. To document these changes, the employee should acknowledge the form and include a comment that adds the accomplishment directly, or that indicates the two of you have agreed to a change. When an employee adds any acknowledgement comment, the appraisal form will return to you. If the employee comment documents a revision you agree to, add your own comment and acknowledge the form. You may also directly add the revision.

If staff member acknowledges the review and includes comments such as a simple thank you or a revision request you have not agreed to make, you may acknowledge the comment without response.
9. What happens if a staff member transfers to another supervisory organization before I have completed the annual appraisal form?

It is possible to reassign an appraisal form to the new manager using the *Reassign* function. Be certain to provide feedback to the new manager about the staff member’s performance on your team to ensure the appraisal will cover a full year of performance.

You and the new manager may also agree that you will complete the review based on timing of the transfer.

10. Can I attach documents to an annual appraisal?

This functionality does not currently exist. You may use the hyperlink option in each comment box to include a link to a published or unpublished webpage. This functionality may be useful for including a staff member’s self-appraisal, or feedback from others as a supplement to your evaluation.

11. Who is the Performance Partner for my department?

Performance Partners are listed on the Roles tab displayed when you click into the Organization name on the Job Details in your profile.

12. If I am unable to complete an appraisal before the deadline, will it disappear from my Workday inbox?

Annual appraisal forms will remain in your Workday inbox until you complete the review process. If you will not be able to complete your appraisal by the April 30, 2018 deadline, please notify your HR Consultant of the date your review will be completed.

13. What happens when I submit the form in Workday?

Forms completed in Workday will route as follows: Your first draft will route to a reviewer (the “Performance Partner”), who will approve the draft and route it back to you. Hold that locked and approved appraisal form until you are ready to meet with the staff member. When you route the form to the staff members, they must acknowledge receipt, without or without comments and submit the form. If there are comments, the form will route back to you to read and acknowledge those comments. When you acknowledge receipt of the staff member’s comments, the form will be complete. Completed forms can be viewed at any time, on the Performance tab on the employee profile in Workday.

Please see the [flow chart](#) on the UHR website for more information.

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14. When and where can my staff member view performance appraisals in Workday?

Staff members will first see their own reviews in Workday when you route the form to them by clicking the Approve button after the form is returned from your Performance Partner.

After the staff member acknowledges the appraisal (with or without comments) and the review is finalized, you both will be able to view the form in Workday at any time, on the Performance tab of the worker profile.

You and your staff member may view and print a copy of an in-process form while it is in your Workday inbox.

15. How do I document goals for the coming year? Can those goals change during the year?

Use the Professional Development and Goal Planning document in Workday. You may add or edit goals at any time during the year. Goals documented in Workday can be included in next year’s annual appraisal by checking the Use Existing Goals box on the Goals section of the Annual Performance Evaluation - Competency-based Form.

16. How does the performance appraisal relate to the salary increase/merit process?

Brown’s salary increase process is merit-based and performance ratings should inform merit increases. More information about the merit process and a timeline for merit increases are available from Compensation Services in University Human Resources.