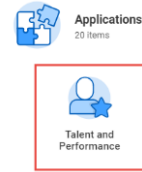


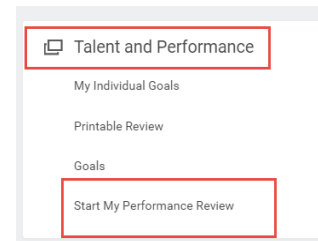
Completing Self Appraisals Workday

Self-appraisals can be completed in Workday, or by downloading a paper form from the University Human Resources website. Forms completed in Workday **do not automatically route** to your manager upon submission.

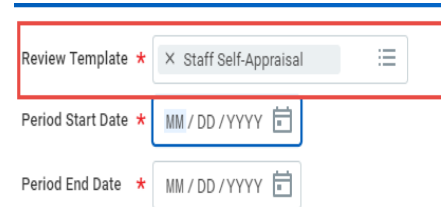
1. Click the **Talent and Performance** worklet on your landing page



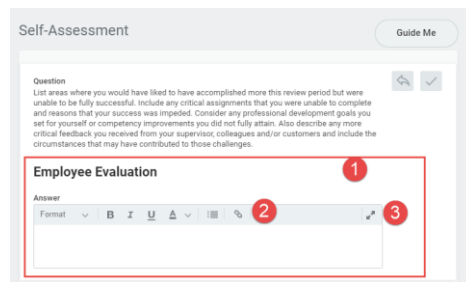
2. Once on the worklet landing page, select **Start My Performance Review**



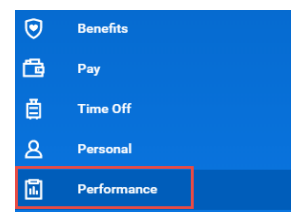
3. Select Review Template **Staff Self-Appraisal**, enter the correct review year start and end dates and click **Submit**, then click **Open** on the next screen to begin the **Self-Appraisal**



4. Click the **pencil icon** to open the individual answer field for each question. Formatted text options are available, including bullets, underlines, bolding and links to external content. Click on the expansion arrows to popout the response box to a larger format.



5. Once submitted, your review will be accessible to you via both your **Talent and Performance** worklet and the **Performance** tab on your worker profile page.



6. Open the form and click the **Printer** icon to generate a *pdf* version to print, or to share electronically with your manager.