### Workday Overview

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Manager Evaluation</strong>: View and respond to the Manager Evaluation.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Manager Evaluation</strong>: Respond to the Manager Evaluation.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Employee Acknowledgement</strong>: Acknowledge the Manager Evaluation with comments or without comments.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Status</strong>: Acknowledge the Manager Evaluation with comments or without comments.</td>
</tr>
<tr>
<td>5.</td>
<td>Submit the acknowledgment.</td>
</tr>
</tbody>
</table>

#### Manager Evaluation

- **Employee Review Comments**
  - **Manager Evaluation**: UW Medical Centers Annual Performance Review: Non-Supervisors: Jim Halpert
  - **Due Date**: 04/22/2017, Effective 05/31/2017

#### Employee Acknowledgement

- **Manager Evaluation**: UW Medical Centers Annual Performance Review: LEM
  - **Review Period**: 12/05/2015 - 12/05/2016
  - **Evaluated By**: [Redacted]

- **Please select**: Acknowledge With Comments or Acknowledge Without Comments.
  - Acknowledge With Comments: I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.

#### Acknowledgment

- **Employee Feedback**
  - **Employee Acknowledgment**
  - **Status**
  - **Acknowledge with Comments**
  - **Acknowledge without Comments**

#### Submit

- **Submit**