Performance Review Management:
Manual Advance of Self Evaluation or Get Additional Reviewers Tasks

There may be instances when Managers or Performance Review Alternates need to bypass one or both of the employee-assigned steps (i.e., self evaluation or get additional reviewers) in the Performance Review process. Typically, this will be necessary when the step(s) is not completed in a timely manner by the employee OR it is determined by leadership that the step(s) is not required. Below are the steps to ‘manually advance’ the review process to the manager evaluation step.

1. Navigate to the worker’s profile by entering the name or EID in the search bar and selecting the link.
   A. Click on the Actions button below the employees name and profile on the left side of the display.
   B. Hover your mouse over the Talent menu
   C. Select the View Employee Reviews option

2. The next screen will display in progress performance reviews at the top.
   A. Click on the related actions button next to the review template name in the first column
   B. Hover your mouse over the Business Process menu
   C. Select the Advance Manually option
3. The next screen will display options for the manual advance process. In the ‘Step’ column of the Business Processes table, you will see the tasks that will ‘skip’ as a result of this process.
   - If “Complete Self Evaluation for Performance Review” is displayed → Self Evaluation will be skipped.
   - If “Start Performance Review step c – Action” is displayed → Get Additional Reviewers task will be skipped.

If you want to skip the listed steps, continue with the following:
A. Check the Suppress Notifications box
B. Type in the Reason field one of the following reasons:
   - Employee did not complete self evaluation and/or get additional reviewer task in timely manner
   --OR--
   - Self evaluation and/or get additional reviewer task is not required for this employee
C. DO NOT check the Send to Completion box
D. Check the Confirm box in the Business Process table
E. Click OK

4. The manual advance process is complete.
5. Navigate to your Workday Inbox. You will now see the Manager Evaluation task for the employee waiting for your (or the Performance Review Alternate’s) action.