To look up where a particular employee is in the performance review process or to confirm whether a self evaluation or get additional reviewer task was launched for a specific employee, follow the step-by-step instructions below.

View current step in the review process for employee

1. Navigate to the employee’s profile information by searching by name or EID in the search field and selecting the employee from the resulting list.
2. From the blue menu on the left, click on Actions, hover your mouse over Talent then click on View Employee Reviews.
3. From the new view you’ll find the In Progress review table. (If a review is complete, it will be displayed in a separate Completed table.) This view shows the current (not yet completed) step in the review process in the **Status** column and who is responsible for the step in the **Awaiting** column. Common Status descriptors are:
   - Complete Self Evaluation for Performance Review – This means the employee has not yet completed and submitted their Self Evaluation.
   - Get Additional Reviewers – This means the employee has not yet completed and submitted their proposed list of Additional Reviewers.
   - Complete Manager Evaluation for Performance Review – This means the manager has not yet completed and submitted the Manager Evaluation.
View complete list of steps in review process and step status

1. Follow the instructions above to navigate to the In Progress performance review for the employee.
2. Click on the Annual Performance Review link from the column title Review (see green box in image above).
3. From the new screen, select the Process tab. A few hints for interpreting the process history that displays:

   A. **Alert** – This reminds the user that there are some sections in the review that are hidden to the employee being reviewed (i.e., peer review comments). This will always display and can be ignored.

   B. **Step** – This is the name of the step in the business process in Workday. Most reviews include Self Evaluation, Get Additional Reviewers, Manager Evaluation, Consolidated Approval by Manager, and Employee and Manager Review Comments (i.e., final review acknowledgement).

   C. **Status** – Displayed using one of the following indicators:

      a. **Not Required** – This will display if a self evaluation and/or get additional reviewer task was not required based on the employee’s job profile (see the Appendix in the Manager Evaluation User Guide for a full list of exceptions).

      b. **Awaiting Action** – The task is still outstanding and someone must take action to move through the process

      c. **Manually Advanced** – The task was skipped due to action taken by the manager or Workday administrator on behalf of the manager.

      d. **Submitted** – The person responsible completed and submitted the task.

   D. **Completed On** – When the step is completed or submitted, Workday will display a date/time stamp.

   E. **Due Date** – These are system generated. Individual managers can determine due dates for their team.

   F. **Person** - Displays the person who the task is currently assigned to or who completed the task, depending on the Status.

   G. Click on Remaining Process to view the steps in the process not yet activated.

Please note: The first two steps are the same for all annual performance reviews across the Medical Centers. Nichole Miller is the HR staff member who launched the reviews for the organization. Disregard these steps.

Rev. 11/16/2017