Workday Performance Review Process Flow

**Launch Performance Review:** Workday automatically launches the performance review process every year on October 1. Reviews will not automatically launched for LEM leaders.

**Employee Tasks:** 2 tasks sent to employee’s Workday inbox (exceptions for certain job profiles)
- **Complete self evaluation** (includes sections B, D, and E) – Employee completes.
- **Get additional reviewers** - Employee proposes initial list; Manager reviews/approves additional reviewers, adding/removing from list as needed.

**Manager’s Evaluation:**
- **Section A: Manager’s Competencies Assessment** – Manager uploads the employee’s competency assessment document and rates competencies and attendance questions.
- **Section B: Pillar Goals** – Includes the peer, employee and manager rating of the employee’s Pillar Goals. Employee will not be able to view peer ratings or comments.
- **Section C: Development Plan** – Provides area to define a development plan for any Pillar Goals or Competencies with a “needs improvement” rating.
- **Section D: Professional Development Goals** – Professional development goals set in previous review period are reviewed/evaluated and new goals are set.
- **Section E: Accomplishments, Skills and Certifications** – Series of open text questions about accomplishments, new skills and certifications attained, and additional training needs

**Hold Review Meeting:** Manager and Employee meet and review Manager’s Evaluation; edit if needed

**Ad Hoc Approver Sign-Off (Optional):** Manager adds ad hoc approver, if necessary

**Final Sign-Off:** Employee and manager acknowledge review meeting and date, finalizing review.