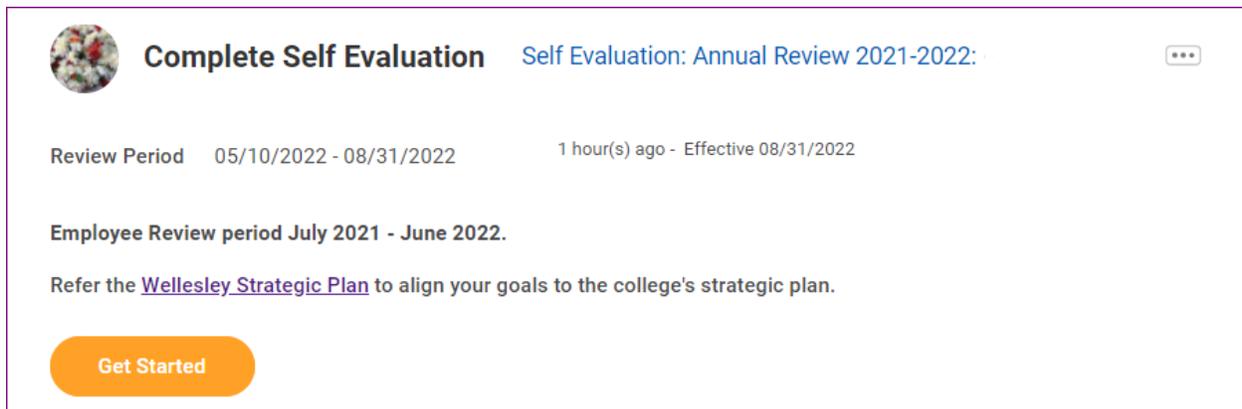


2022 ANNUAL PERFORMANCE REVIEW

The annual performance review for fiscal year 2022 is now open to all administrative staff of the College. This process consists of 4 tasks that are described in detail in this document. Note that this describes the process in Workday, but does not take the place of a meeting and conversation to reflect on the year, discuss successes and areas of improvement as well as plans for future development and goal setting.

COMPLETE SELF EVALUATION -

To access the annual performance review, log into your Workday account and navigate to your Inbox. Here you should see a task awaiting you labeled, '**Self Evaluation: Annual Review 2021-2022**'. Click on **Get Started**.



The screenshot shows a task card in a Workday inbox. At the top left is a circular profile picture. To its right is the task title 'Complete Self Evaluation' in bold, followed by a subtitle 'Self Evaluation: Annual Review 2021-2022:' in blue. On the far right is a three-dot menu icon. Below the title, the 'Review Period' is listed as '05/10/2022 - 08/31/2022' and the time is '1 hour(s) ago - Effective 08/31/2022'. The main body of the card contains the text: 'Employee Review period July 2021 - June 2022.' followed by 'Refer the [Wellesley Strategic Plan](#) to align your goals to the college's strategic plan.' At the bottom left of the card is an orange rounded rectangular button with the text 'Get Started' in white.

The review consists of three sections, **Goals**, **Other Accomplishments** and **Performance Review Summary**.

Complete Self Evaluation

Self Evaluation: Annual Review
2021-2022: [REDACTED]

Actions

05/10/2022 - 08/31/2022

Print

- FY 2022 Goals
- FY 2022 Other Accomplishments
- FY 2022 Performance Review Summary
- Review and Submit

FY 2022 Goals –

- Review previously added Goals and update the **Status** as either 'In Progress', 'Completed' or 'No Longer Applicable'. Some Goals may span multiple years – they don't necessarily need to be completed by the end of the fiscal year.

Status	select one
Employee	select one
Comment	In Progress
	Completed
	No Longer Applicable

- If marking the Goal as completed, enter the '**Completed On**' date.
- Fill in all the fields within each of the entered Goals to give as much clarity as possible.

- To align your Goals with the College’s Strategic Plan, look for the four main Organizational Goals in the **Supports** drop down menu.
- Add **Comments** as needed (especially for previously added Goals).
- To add new Goals, click the **Add** button at the bottom of the page. You have the option to select a previous year’s completed Goal or create a brand new one. New employees who were not hired when Goal Setting was launched can take this opportunity to add Goals.

The screenshot shows a goal setting form with the following elements:

- Add Existing:** A search bar with a list icon.
- Goal Title:** A text field with a red asterisk, a format toolbar (Format, B, I, U, A, list, link), and a full-screen icon.
- Goal Description:** A text field with a format toolbar (Format, B, I, U, A, list, link) and a full-screen icon.
- Due Date:** A date input field showing "MM/DD/YYYY" and a calendar icon.
- Category:** A dropdown menu with a list icon.
- Supports:** A dropdown menu with a list icon.
- Relates To:** A dropdown menu with a list icon.
- Status:** A dropdown menu with "select one" and a downward arrow.
- Employee:** A section header above a text field with a format toolbar (Format, B, I, U, A, list, link) and a full-screen icon.
- Remove:** A button with a trash icon.
- Navigation:** A row of buttons: "Back", "Next" (highlighted in orange), "Save for Later", and "Close".

When you are done with the Goals section, click **Next** at the bottom of the screen.

FY 2022 Other Accomplishments –

Use this section to list accomplishments achieved in the past year. Use the **Comment** box to add additional comments.

FY 2022 Other Accomplishments

Accomplishment * 

Employee

Comment 

FY 2022 Performance Review Summary -

Use this section to provide a summary of your FY 2022 performance. Use this section to highlight major accomplishments, identify what went well this year and include areas of your work that would like to improve.

FY 2022 Performance Review Summary

Please provide a summary of your FY 2022 performance. It may be helpful to highlight major accomplishments, identify what went well this year and to include any areas of your work that you would like to improve.

Employee

Comment 

Review and Submit -

Finally, review your entry and if satisfied, click **Submit**. The task can be **saved for later** as well. Once submitted, the task will be forwarded to your Manager.

II MANAGER EVALUATION:

After the employee submits their self-evaluation, the task will be available for Manager review in the manager's Workday inbox. Click on **Get Started**

Awaiting Your Action



Manager Evaluation: Annual Review 2021-2022
Inbox - 12 second(s) ago

Managers can comment on the Goals individually or can enter all their comments in the review summary page.

Due Date 12/31/2022 

Category × Performance Goal ... 

Supports 

Relates To × Expertise (Knowledge, Skill, Educational and Experience Requirements) (Competency) ... 

Status In Progress 

Manager **Employee**

Comment Format  **B** *I* U    

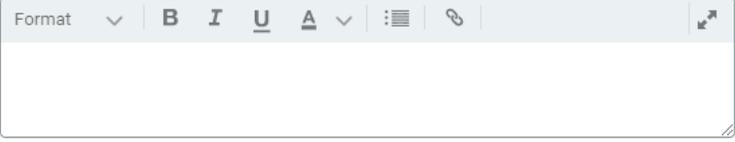
Comment

Managers can **Add Goals** for the employees. Managers can leave a comment or their evaluations in the **Other Accomplishments** and **Performance Review Summary** sections.

FY 2022 Other Accomplishments

Accomplishment * 

Manager **Employee**

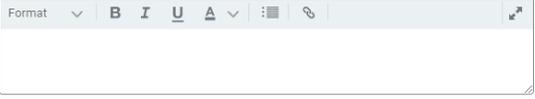
Comment  Comment

FY 2022 Performance Review Summary

Please provide a summary of your FY 2022 performance. It may be helpful to highlight major accomplishments, identify what went well this year and to include any areas of your work that you would like to improve.

↑

Manager **Employee**

Comment  Comment

Review and Submit –

The final step is to review and **submit** the task or **Send Back** to the employee for any clarification or corrections. Add a **reason** if Sending Back the task. Once the task is submitted by the manager, the employee will receive it in their inbox for **Acknowledgement**.

III EMPLOYEE ACKNOWLEDGEMENT:

Review the manager's evaluation and acknowledge that it was read. You can add a note in the **comment** box. Click Submit when done.

Acknowledgement

Employee

Status *

Comment

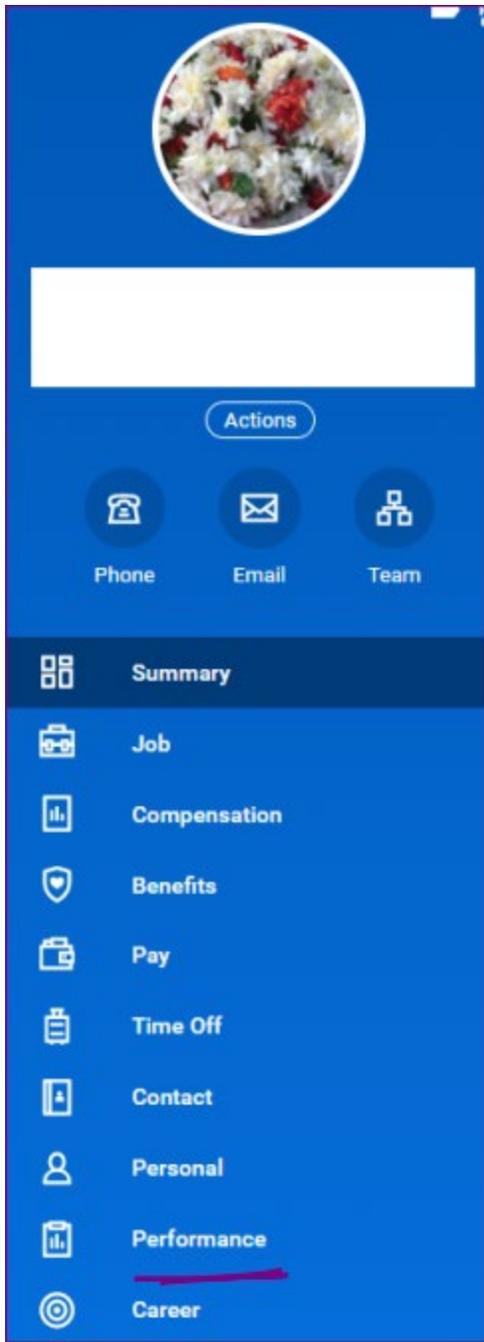
IV MANAGER ACKNOWLEDGMENT:

After the employee has completed the acknowledgement, it is the turn of the manager. The task will become available in their Workday inbox. Completing this task is the final step in the review process.

Acknowledgement

<p>Manager</p> <p>Status * <input type="text" value="I acknowledge this review has taken place"/></p> <p>Comment <input type="text" value="Format B I U A List Link"/></p>	<p>Employee</p> <p>Status <input type="text" value="I acknowledge this review has taken place"/></p> <p>Comment <input type="text" value=""/></p> <p>Acknowledged By <input type="text" value=""/></p> <p>Acknowledgement Date 05/11/2022 04:29 PM</p>
---	---

Employees can access current and prior year reviews by navigating to their profile and selecting the **Performance** tab in the Summary page.



Select the **View** button to view the In Progress or Completed review. Select the **Create New PDF** button to create a pdf version of the review. It will take a minute or so for the document to generate.

Performance Reviews Individual Goals Archived Goals Feedback Given Feedback Received

In Progress 1 item Turn off the new tables view

Review	Review Period		Status	Awaiting		
	Start Date	End Date				
Annual Review 2021-2022	05/11/2022	07/31/2022	Provide Manager Review Comments		View	Create New PDF

Managers can view their team's reviews in the **Team Performance** app/worklet.

All Apps



COVID-19
Resources



My Team



Personal
Information



Pay



Time Off



Benefits



Time Tracking
Reports



Expenses



Performance



Team
Performance



Learning



Reports



Recruiting



Team Time



Purchases



My Requisitions



Financials
Dashboard



Favorites



Learning Admin