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.

I 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 review consists of three sections, Goals, Other Accomplishments and Performance Review Summary.
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- Review previously added Goals and update the Status as either ‘In Progress’, ‘Completed’ or ‘No Longer Applicable’.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.

- 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.

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 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.

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**

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

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

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