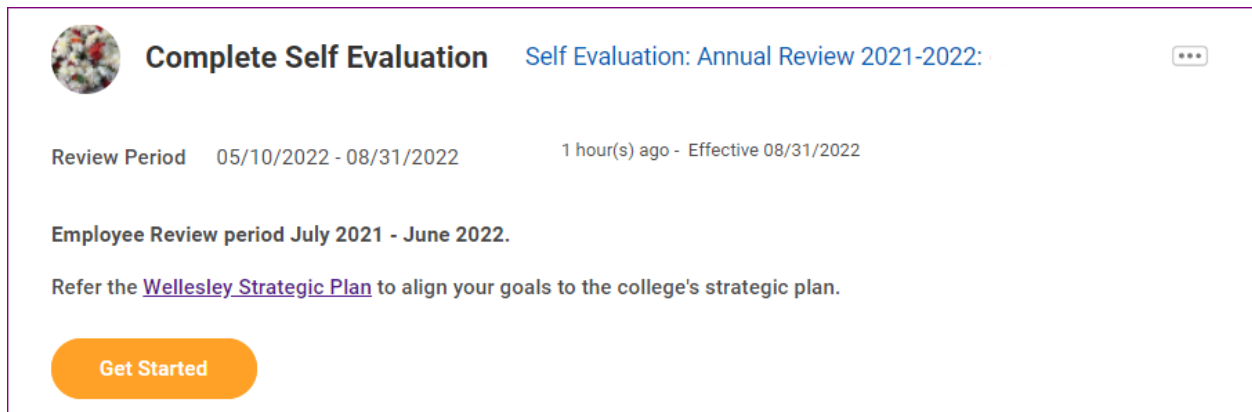# 2022 ANNUAL PERFORMANCE REVIEW

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- Review previously added Goals and update the **Status** as either 'In Progress', 'Completed' or 'No Longer Applicable'.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.

Add Existing	Search
Goal Title *	Format ∨ **B** *I* U A ∨ ≔ ⊘
Goal Description	Format ∨ **B** *I* U A ∨ ≔ ⊘
Due Date	MM/DD/YYYY
Category	
Supports	
Relates To	
Status	select one ▼

Employee

Comment	Format ∨ **B** *I* U A ∨ ≔ ⊘

Remove

Back | Next | Save for Later | 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 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.

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

Comment   Format ⌄ | **B** *I* <u>U</u> A ⌄ | ☰ | ⧉

Employee

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

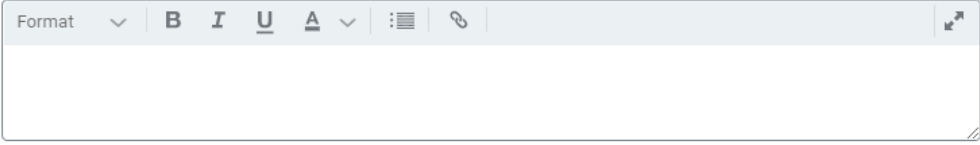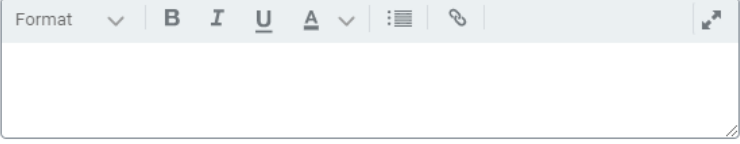Accomplishment *

| Format ∨ | **B** *I* U A ∨ | ☰ | 🔗 | ⤢ |

Manager　　　　　　　　　　　　　　　　　　　　**Employee**

Comment

| Format ∨ | **B** *I* U A ∨ | ☰ | 🔗 | ⤢ |

Comment

(Remove)

(Add)

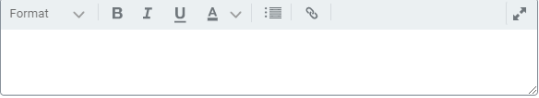### FY 2022 Performance Review Summary

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

| Format ∨ | **B** *I* U A ∨ | ☰ | 🔗 | ⤢ |

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.
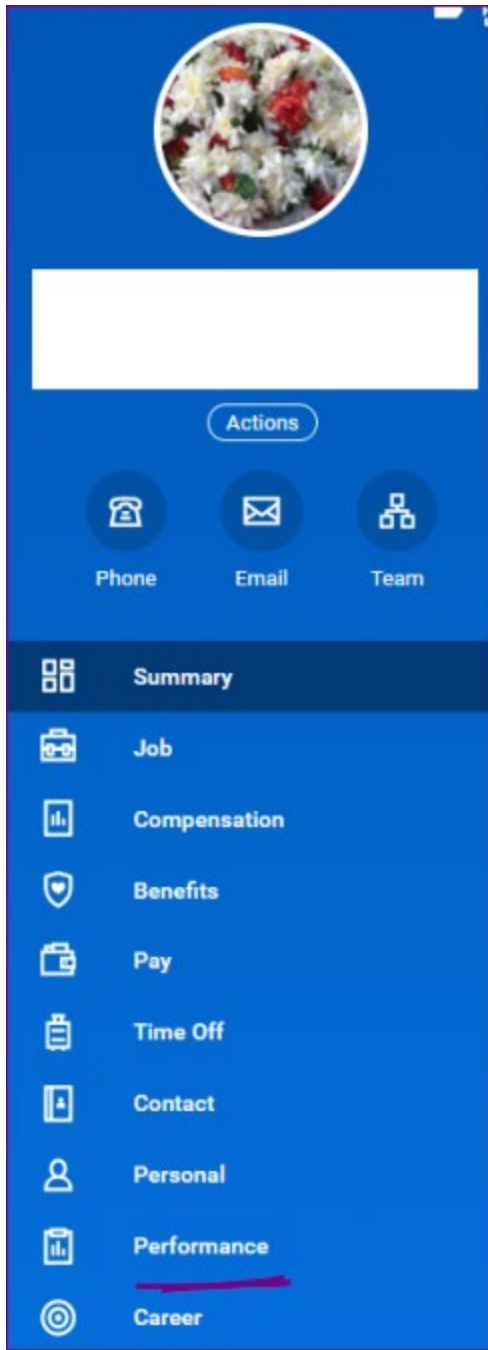
Acknowledgement

Employee

Status *   ☒ I acknowledge this review   ...   ☰
            has taken place

Comment   Format ⌄ **B** *I* U **A** ⌄ ☰ 🔗

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

Manager		Employee	
Status * ☒ I acknowledge this review has taken place ... ☰		Status	I acknowledge this review has taken place
Comment Format ⌄ **B** *I* U **A** ⌄ ☰ 🔗		Comment	
		Acknowledged By	
		Acknowledgement Date	05/11/2022 04:29 PM

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.

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	