

# 2024-2025 Annual Performance Review Guide for Employees

Navigate to your Workday inbox.

Locate the “Performance Review-Employee Comments and Acknowledgement” task.

Click  to maximize the screen.

Inbox

Actions

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Viewing: Favorites

Sort By: Newest

Performance Review - Employee Comments and Acknowledgement for: Claudia Martinez

6 minute(s) ago - Due 02/09/2021; Effective 01/31/2021

Provide Employee Review Comments

Manager Evaluation: Annual: Staff

Performance Review (No Self Evaluation) V2:

Claudia Martinez

Actions

Evaluated By

Jan Aspelund

6 minute(s) ago - Due 02/09/2021; Effective 01/31/2021

Review Period

02/01/2020 - 01/31/2021

Instructions:

Prior to submitting the Employee Acknowledgement, please document the following items in the comments section:

Date/time when you met with your manager to discuss the performance review.

Acknowledgement

Submit

Save for Later

Close

The Manager Evaluation provides a detailed view of all areas being evaluated including goals, competencies, responsibilities, and overall rating.

Scroll down to review all areas of the evaluation. You should discussed your performance review with your supervisor prior to receiving this Workday task.

Once you have reviewed the content of the evaluation, scroll to the top of the page to complete the acknowledgement.

Instructions: Prior to submitting the Employee Acknowledgement, please document the following items in the comments section:

- Date/time when you met with your manager to discuss the performance review.

**Acknowledgement**

**Employee Acknowledgement**

Status \*

Search

Comment

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

Enter the date and time you met with your manager and any relevant comments you would like to add.

**Submit** **Save for Later** **Close**

**Select from:**

**Option1:** I acknowledge I have reviewed the position restrictions for accuracy; I have reviewed and discussed this performance evaluation with my Manager and I AGREE with the evaluation.

**Option 2:** I acknowledge I have reviewed the position restrictions for accuracy; I have reviewed and discussed this performance evaluation with my Manager and I DO NOT AGREE with the evaluation.

***Click “Submit” to route the evaluation to your manager or “Save for Later” if you will be completing the performance review at a later time. Items “saved for later” will remain in your inbox until completed.***