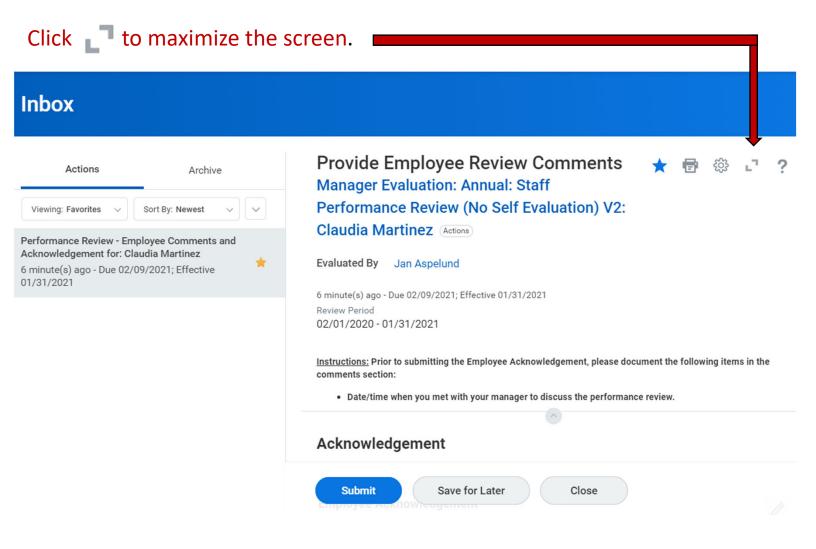
2024-2025 Annual Performance Review Guide for Employees

Navigate to your Workday inbox.

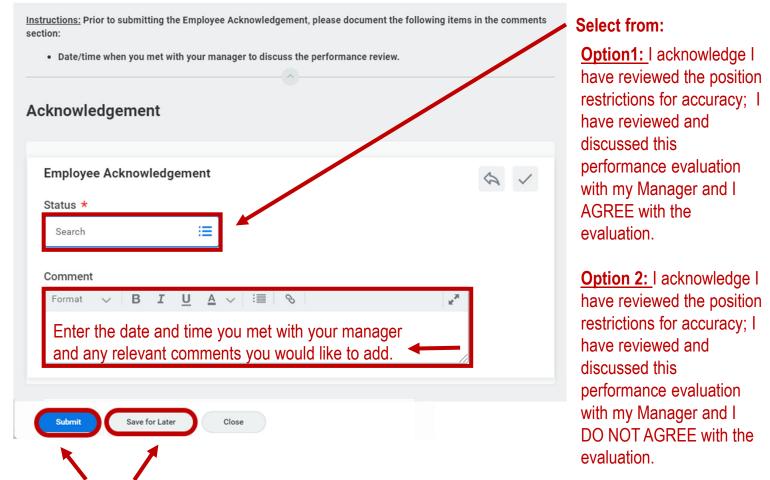
Locate the "Performance Review-Employee Comments and Acknowledgement" task.



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.



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.