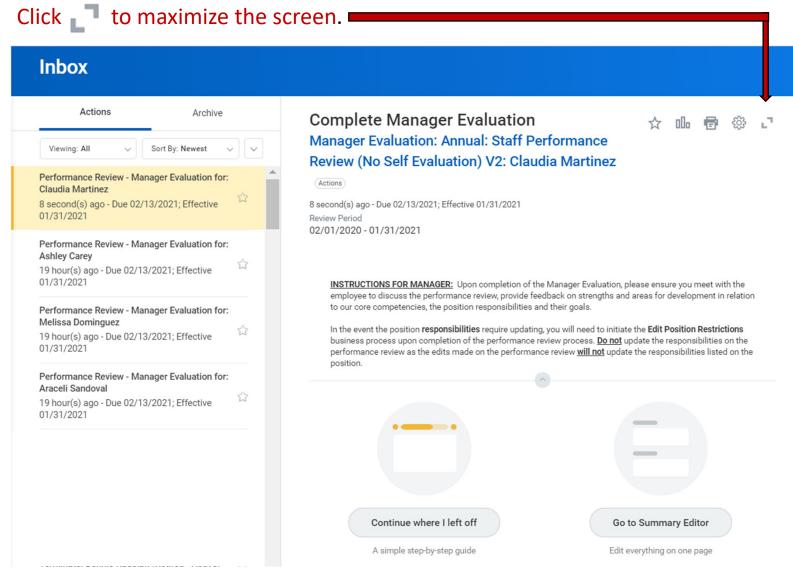
2024-2025 Annual Performance Review Guide for Supervisors

Navigate to your Workday inbox.

Locate the "Performance Review-Manager Evaluation" task for your employee.



Note: If you are not the employee's direct supervisor, contact Human Resources by e-mailing hr@tamiu.edu or calling (956)326-2365.

← 1 of 61



Complete Manager Evaluation

Manager Evaluation: Annual: Staff Performance Review (No Self Evaluation) V2: Claudia Martinez (Actions)

A simple step-by-step guide

8 second(s) ago - Due 02/13/2021; Effective 01/31/2021



INSTRUCTIONS FOR MANAGER: Upon completion of the Manager Evaluation, please ensure you meet with the employee to discuss the performance review, provide feedback on strengths and areas for development in relation to our core competencies, the position responsibilities and their goals.

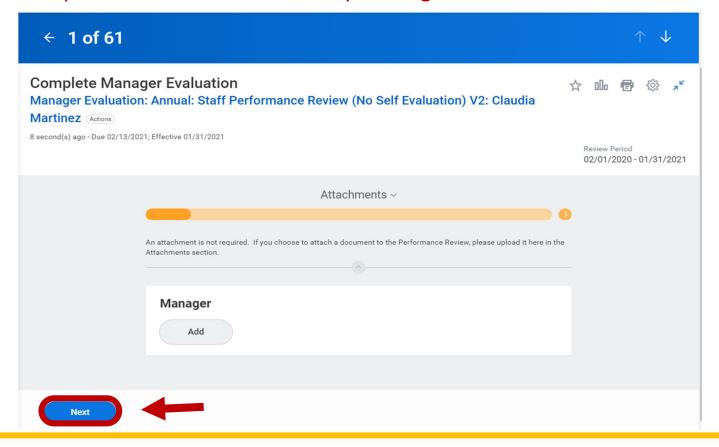
In the event the position responsibilities require updating, you will need to initiate the Edit Position Restrictions business process upon completion of the performance review process. Do not update the responsibilities on the performance review as the edits made on the performance review will not update the responsibilities listed on the position.

Edit everything on one page

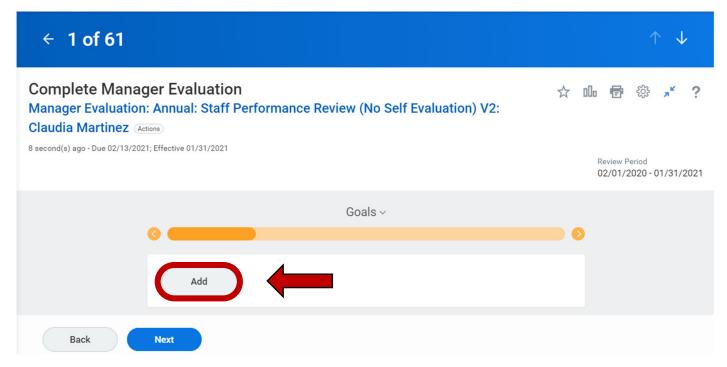
Click on "Go to Guided Editor" to a launch a section-by-section view of the Performance Review.

The first section of the performance review will be the Attachments section. Do not upload an attachment.

You can proceed to the next screen by clicking the "Next" button.



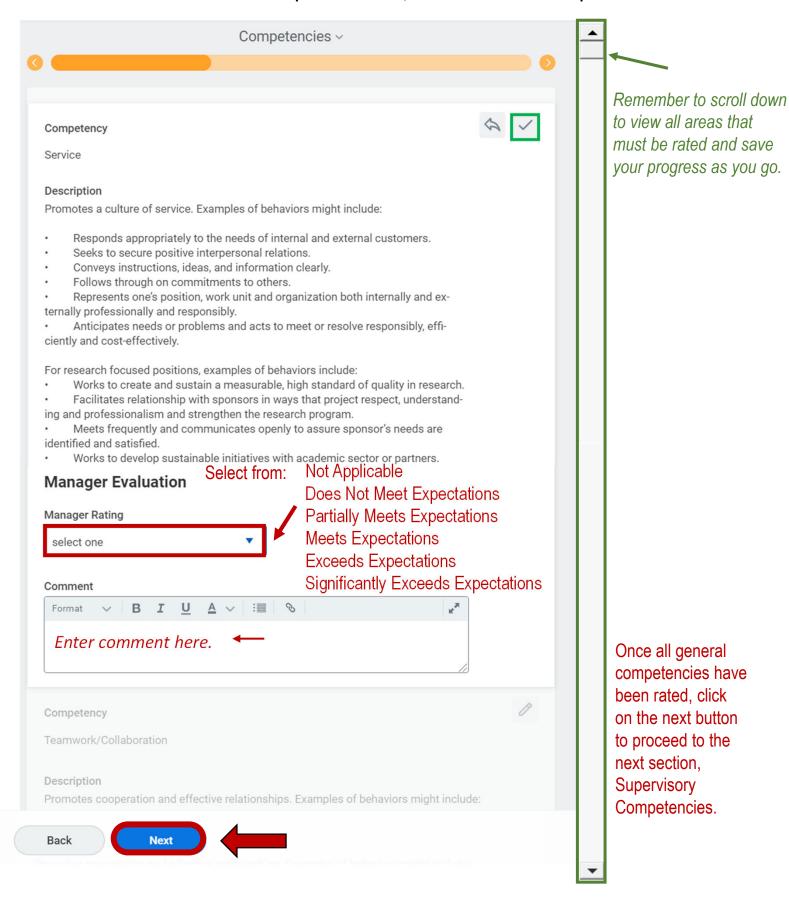
You will, next, be required to rate your employee's goals. If there are no goals populated for your employee, please enter them at this time by selecting the "Add" button.



If there are no goals populated for your employee, please enter them at this time.



Employees must be rated on the following general competencies: service, teamwork/collaboration, diversity & respect, initiative and accountability. If rated other than "Meets Expectations", a comment is required.



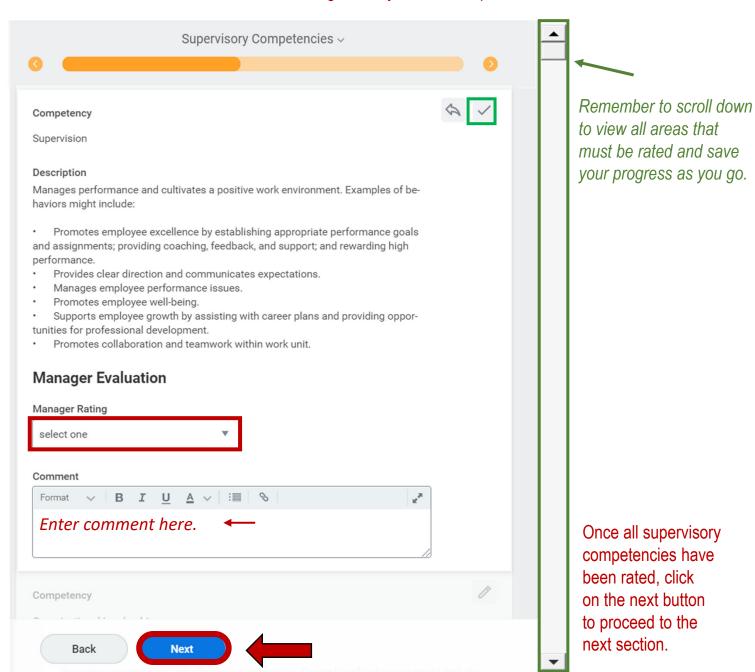
All employees must be rated on supervision and organizational leadership. If these are not relevant to the employee, please include a comment stating the same.

Select from the following ratings: Not Applicable

Does Not Meet Expectations Partially Meets Expectations

Meets Expectations
Exceeds Expectations

Significantly Exceeds Expectations



This section of the Performance Review requires that you rate your employee's performance in relation to their responsibilities as listed on their position description. If rated other than "Meets Expectations", a comment is required.

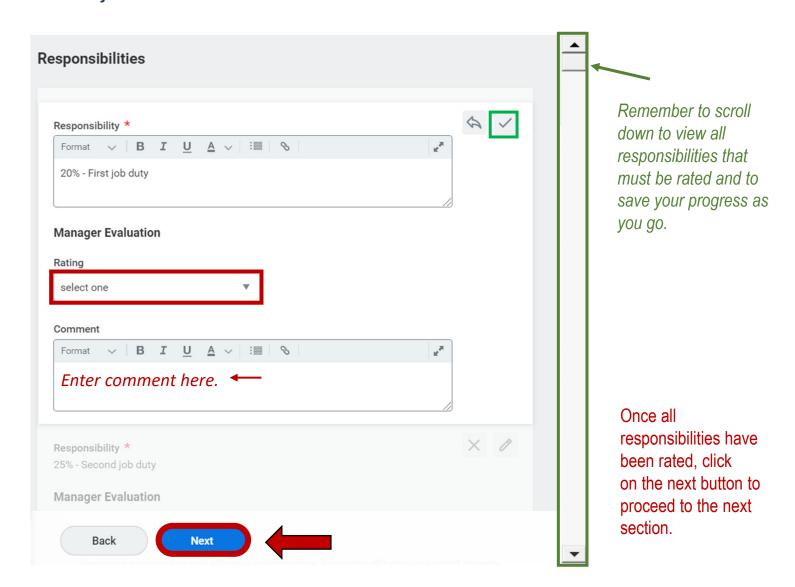
Select from the following ratings: Not Applicable

Does Not Meet Expectations Partially Meets Expectations

Meets Expectations
Exceeds Expectations

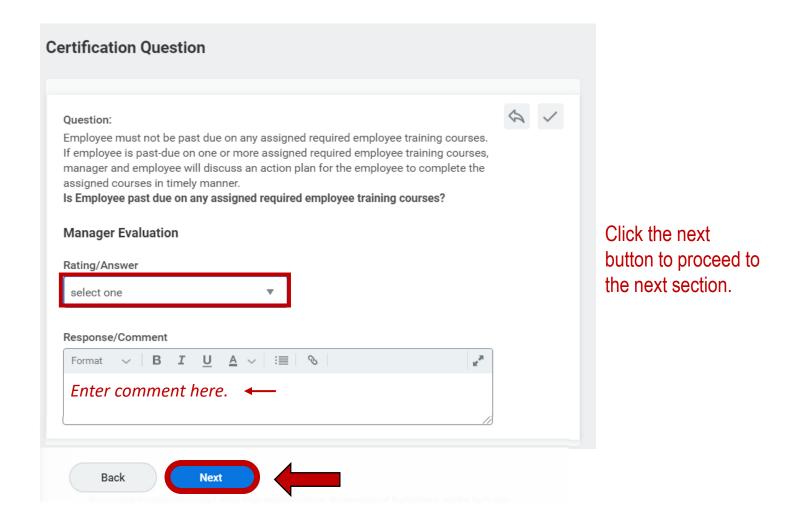
Significantly Exceeds Expectations

Remember: Making changes to the responsibilities listed will <u>NOT</u> update the position description. If updates are needed, these will need to be done after the performance review has finalized.



If your employee is past due on any required trainings, please update the rating to "Yes" and enter the details in the comments area.

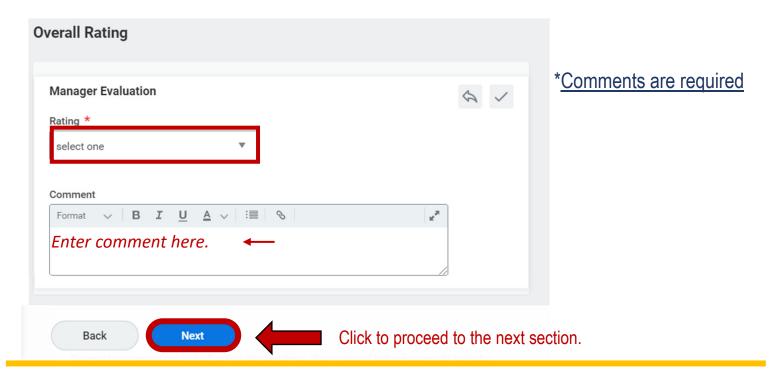
Otherwise, update the rating to "No".



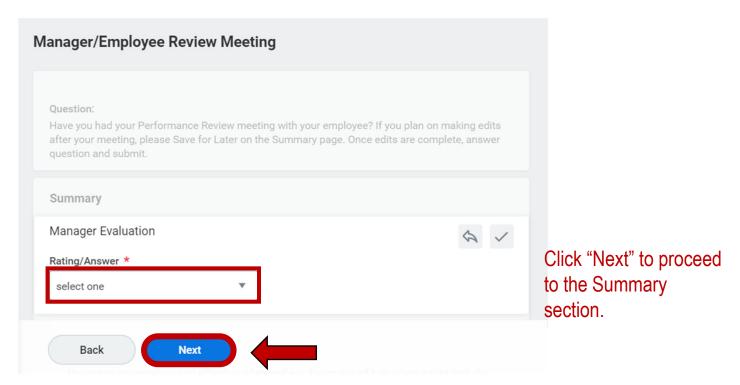
Provide an overall rating for your employee.

Select from the following ratings:

Does Not Meet Expectations
Partially Meets Expectations
Meets Expectations
Exceeds Expectations
Significantly Exceeds Expectations



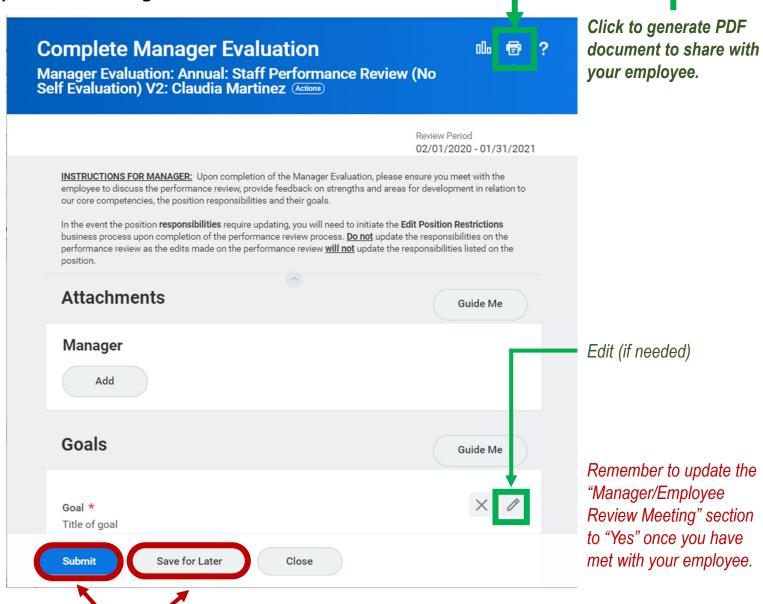
If you have not yet met with your employee, answer "No" to this prompt. Once you have met with your employee, return to this section and update the answer to "Yes".



The Performance Review Summary page provides a consolidated view of all areas evaluated - goals, competencies, responsibilities, etc.

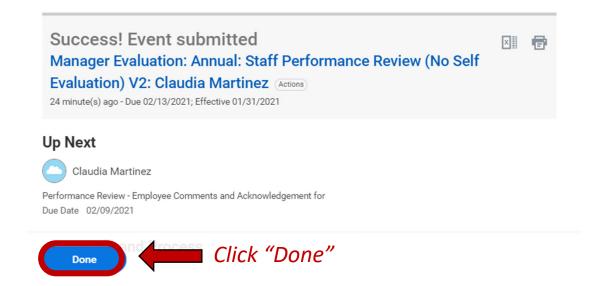
Please review the evaluation and edit, if necessary.

Stop to share and discuss the performance review with the employee <u>before</u> clicking the submit button. *Once you have submitted this item* you will no longer be able to edit it.



Click "Submit" after you have met with your employee 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.

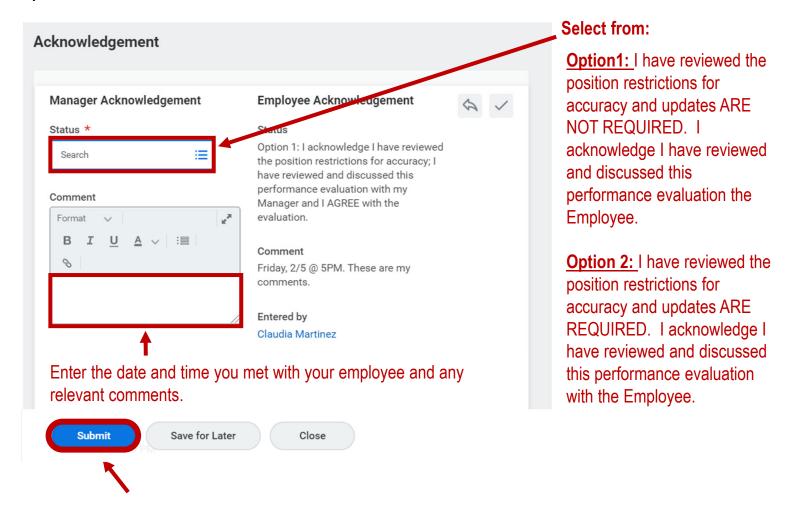
Once you have submitted the Performance Review this will be routed to the employee for acknowledgment and comments.



The Performance Review will be routed to you for a final acknowledgement once the employee has completed their assigned Workday task.

Scroll down to review all areas of the evaluation (now including the employees acknowledgement and comments).

Update the status and comments fields.



Click "Submit" to complete the Performance Review.

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