VIEW PAST PERFORMANCE REVIEWS

Past (and current) performance review documentation related to Goal/Expectation Setting, Check-In Conversations, and End-of-Year Conversations is maintained in Workday for your reference and can be viewed at any time. **Note:** Performance reviews completed prior to the implementation of Workday on April 1, 2019 are currently not available in the Workday system. Please contact Human Resources for access to reviews completed prior to the date listed above.

Accessing Completed Performance Reviews

From the Workday homepage:

- 1. Click View All Apps.
- 2. Click the **Performance** application.

Performance

3. Click the desired review from the **My Reviews** menu *or* click **Reviews** in the **View** menu to view and select from a listing of all reviews by status (*In Progress, Completed, Canceled.*)

4. If selecting a review from the **My Reviews Menu**, the **View Event** page is displayed. To view details of the review click **View Details**

View Details from the

Details tab.



For		
Overall Process	End of Year Review	
Overall Status	Successfully Completed	
Details	Processe	

5. The content of the review including the employee and manager comments are displayed. Scroll to view all details.

View Details Manager Evaluation: End of	Year Review:		0
	Acknowledgement		
	Manager Acknowledgement Status * Acknowledge Comment	Employee Acknowledgement Status Acknowledge Commant	
	Thank you Entered by	Entered by	
	Goals/Expectations and Deve	elopment Activities	

 To review the process that was completed for the review including related comments from your manager, click the **Process** tab from the **View Event** page.

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rall Process End of Year Review							
rall Status Successfully Complete	ed						
Current Process Manager Evaluation	on: End of Year Review:						
Current Process Manager Evaluation Process Status Successfully Com Process History 4 Items	on: End of Year Review:						CII 7
Current Process Manager Evaluation Process Status Successfully Com Process History Alterns Process	on: End of Year Review.	Status	Completed On	Due Date	Person		Comment
Current Process Manager Evaluation Process Status Successfully Com Process History A terms Process Complete Manager Evaluation for Performance Review	on: End of Year Review:	Bitetus Submitted	Completed On 04/10/2019 00.54.11 PM	Due Date	Person	(Manager)	Comment
Current Process Manager Evaluation Process Status Successfully Com Process History - A terms Process Complete Manager Evaluation for Performance Review Complete Manager Evaluation for Performance Review	on End of Year Review.	Status Submitted Shep Completed	Completed On 04/10/2019 03.54.11 PM 04/10/2019 05.58.47 PM	Due Date	Person	(Manager) (Manager)	Comment

Important: If selecting a review by following the **View > Reviews** process in *Step 2*, the **View Details** page (*Step 4*) will open automatically for the selected review. To view process details, click your brower's back button when on the **View Details** page, and click on the name of the desired review for more information.



Printing Performance Reviews

From the Workday homepage:

- 1. Navigate to your Workday **Profile**.
- 2. Select **Performance** from your profile menu to view a listing of all performance reviews and related activities.

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	learn	End of Year Review.	02/01/2020	03/31/2020	Complete Self Evaluation for Performance Review Get Feedback from		View	Create New PDF	Î
88 Summary					Review				
doL 🔓		Kick-off Goals/Expectations and Development Activities:	06/10/2019	07/15/2019	Set Review Content for Performance Review		View	Create New PDF	+
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 Click View View to display a printable view of the review.

A printable Review Document can be created by clicking the printer icon in the top right corner of the **View Printable Employee Review** page. When your file is ready for download, you will be able to access the document from the notification link next to your sign-in name or from the **My Reports** option in your profile dropdown menu on the homepage.

4. Click Create New PDF Create New PDF to

generate a PDF of the review. The PDF will be stored in Workday in **My Reports** and can be saved to your computer.

Note: After creating a new PDF, a new column, **Review PDF**, will be added to the **Performance Review** listing with a link to the newly created PDF.

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Review PDF		
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