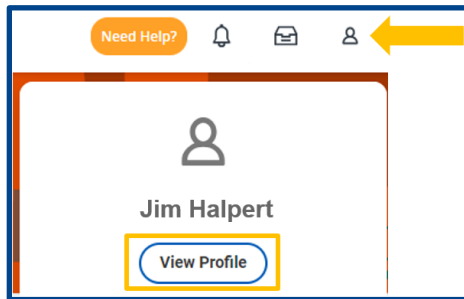


Performance Reviews: Accessing Your Completed Reviews

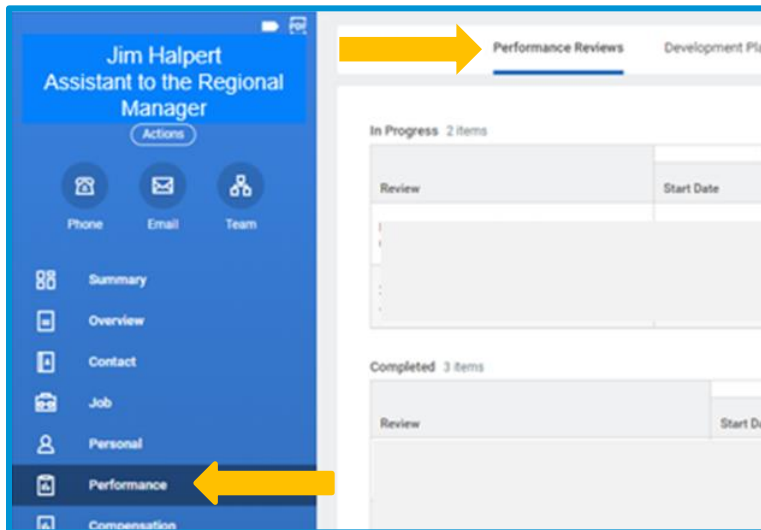
ACCESSING YOUR COMPLETED PERFORMANCE REVIEW

Once your performance review has been **completed**, you can access and view it at any time in Workday.

1. Select the **Profile** icon on the top right of your screen.
2. Select **View Profile**.



3. Select **Performance** from the blue menu on the left.
4. Select **Performance Reviews** from the tab on the top.



5. There will be two sections in the Performance Review tab:
 - a. **In Progress:** this includes **open** reviews currently in the performance review process. It displays the **Review Period**, **Status** (step in the process) and **Awaiting** (person the performance review is currently with).
 - b. **Completed:** includes any reviews that are completed and have been shared and discussed with the employee. It displays the **Review Period** and **Manager Rating** for each review.

In Progress 2 items				
Review	Review Period		Status	Awaiting
	Start Date	End Date		
Performance Review (Leader) - 2023: Jim Halpert	01/01/2023	12/31/2023	Complete Manager Evaluation for Performance Review	Michael Scott

Completed 3 items			
Review	Review Period		Manager Rating
	Start Date	End Date	
2022 Performance Review - Employee/Provider: Jim Halpert	01/01/2022	12/31/2022	Exceptional Performance
2021 Annual Performance Review - Employee/Provider: Jim Halpert	09/01/2020	07/31/2021	3- Exceptional Talent

6. From the **Completed** section, you can **View** your performance review on your screen, or you can **Create a PDF and print** and/or **save** it outside of Workday by using the buttons to the right of each performance review.



Performance Reviews: Accessing Your Completed Reviews

7. Once the PDF copy is ready, it will display in the Notifications section of Workday at the top of your screen.

