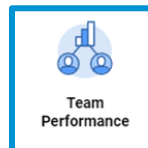


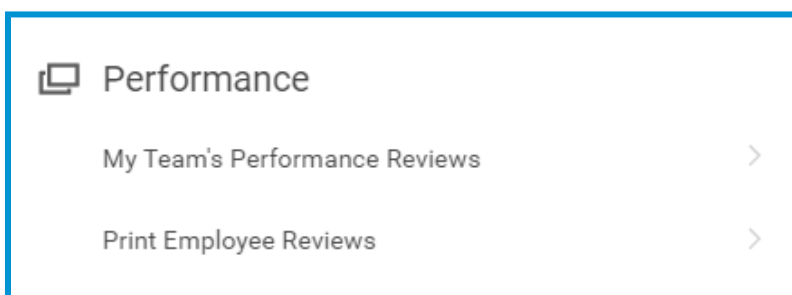
Performance Reviews: Manager

This process allows a manager to move an employee's performance review to the next step in the performance review process – Manager Writes the Review. Although it is recommended that an employee completes self-evaluations, it is not required.

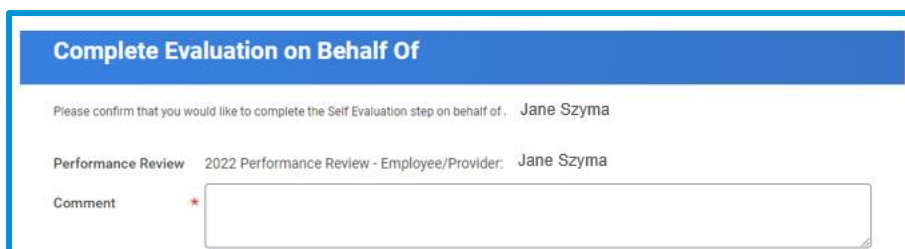
MOVE A SELF-EVALUATION FORWARD



1. From your Workday apps, select **Team Performance**
2. From the next screen on the right under Performance, select **My Team's Performance Reviews**.



3. The employee's review will be in your **In Progress** list (you may have to click the > in front of In Progress to open the list) with a current step of "**Complete Self-Evaluation – Initiation.**" Click the **Complete on Behalf** button to move the review to the manager.
4. Another screen appears asking you to confirm that you want to complete the Self-Evaluation step on behalf of the employee. In the **Comment** box, indicate the **reason you are moving the review forward** (For example: Self-evaluation is not required)



5. Click **OK**. The performance review is now in the **Complete Manager Evaluation – Initiation** step. You will also have a **task in your Workday inbox**.