Performance Reviews: Manager
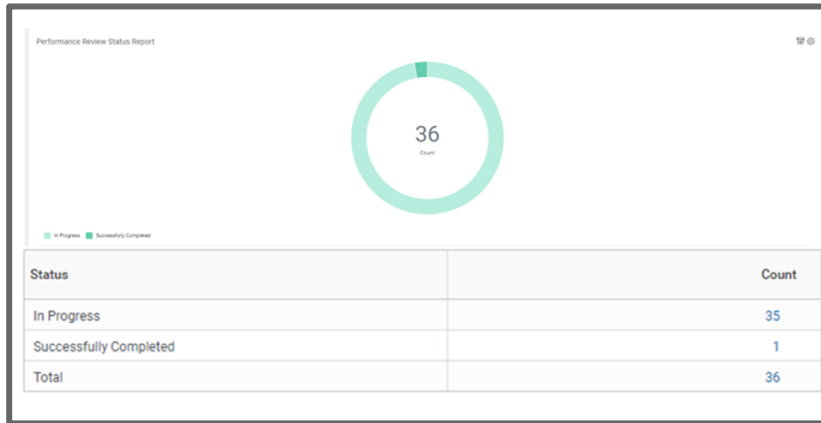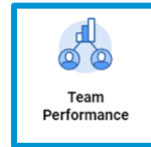
HOW TO VIEW THE STATUS OF YOUR TEAM'S PERFORMANCE REVIEWS

1. From your Workday apps, select **Team Performance**

Team Performance

2. The Performance Review Status graph on the next screen outlines the number of performance reviews for your direct reports.

3. Click on the number in the center of the graph. A report appears with the details of performance reviews for your direct reports including the **Current Step**:

   - **Complete Self-Evaluation:** the self-evaluation is with the employee and has not been submitted to the manager

   - **Complete Manager Evaluation:** the performance review is with the manager and has not been submitted by the manager.

   - **Provide Employee Review Comments:** the performance review is with the employee and requires their final acknowledgement and comments.

   - **Provide Manager Review Comments:** the form is with

the manager for their final acknowledgement and comments.

   - If the Current Step is blank, the performance review has been successfully completed.

4. This report can also be download to PDF or Excel

 Note: Matrix Managers will also have access to this information for the performance reviews specifically assigned to them. In the report, the Supervisory Organization – Current will refer to the employee's Workday manager.

5. You can also view performance review by **Status:**

   - **Select a number** under Count in the Status Column.

   - Based on your selection, a report appears with the details of your direct report's performance reviews for that respective status.

 Note: From the **Team Performance** page, if you select **My Team's Performance Reviews** for the Performance section, your list will include employees who report to you for an additional job.

Performance
My Team's Performance Reviews
Print Employee Reviews