Performance Reviews: Manager

To **send-back the review to an employee** to add additional information or to complete the self-evaluation prior to the manager submitting the review, you can utilize one of two options. Option 1 would be used if you are **not working in the performance review** and Option 2 would be used if you are **working in the performance review**.

OPTION 1: SEND A SELF-EVALUATION BACK TO THE EMPLOYEE WHEN OUTSIDE THE PERFORMANCE REVIEW

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

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

Performance

My Team's Performance Reviews   >

Print Employee Reviews   >
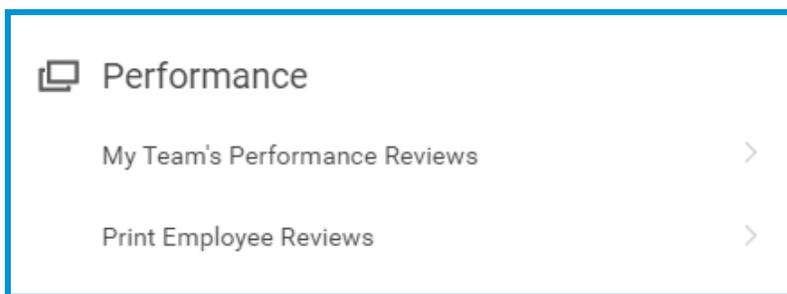
3. The employee's review will be in your **In Progress** list (you may have to click the **>** in front of In Progress to open the list) with a current step of **"Complete Manager Evaluation – Initiation."** Click the **Send Back** button to return the review to the employee.

4. Another screen appears asking you to confirm that you want to send back the performance review to the employee. In the **Comment** box, indicate the **reason you are sending back the performance review.**

Performance Review Send Back

Please confirm that you want to send back to the beginning of the Self Evaluation.

Performance Review   2022 Performance Review - Employee/Provider: Jane Szyma

Comment   *   Added a goal to your review. Please add comments about your progress and submit.
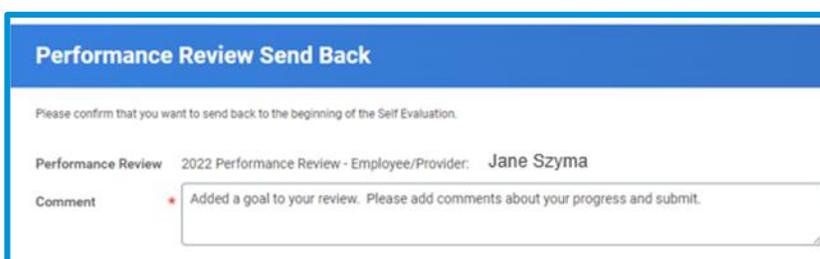
5. Click **OK**.

> Note: When you return the review to the employee, they will be unable to see your ratings/comments you entered in the review. However, if a goal was added, the employee will be able to see and update the goal sections and add comments. When the employee re-submits the review, any previous comments entered by you will be visible.

Performance Reviews: Manager

OPTION 2: SEND A SELF-EVALUATION BACK TO THE EMPLOYEE WHEN WORKING IN THE PERFORMANCE REVIEW

1. While in the employee's performance review, select the **Review and Submit** option from the left menu bar

2. From the **Review and Submit** screen, select the Send Back button at the bottom of the screen.

3. A pop-up will appear and the **To** automatically defaults to the employee's name. In the **Reason** box, indicate the **reason you are sending back the performance review.**
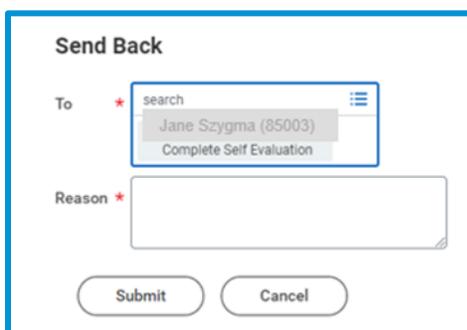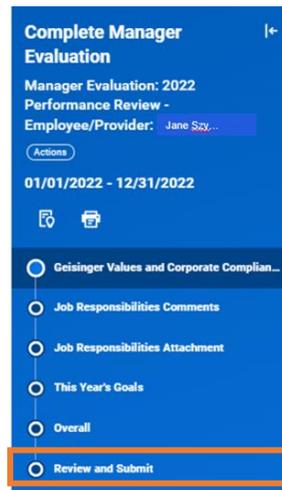
4. Click **Submit**.

   Note: When you return the review to the employee, they will be unable to see your ratings/comments you entered in the review. However, if a goal was added, the employee will be able to see and update the goal sections and add comments. When the employee re-submits the review, any previous comments entered by you will be visible.