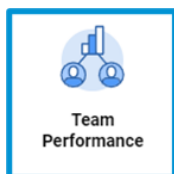# Performance Reviews: Manager
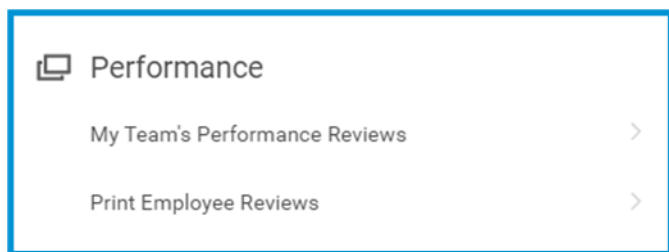
When the Performance Review has been completed, you can review your employee's review at any time in Workday.

## REVIEWING COMPLETED PERFORMANCE REVIEWS

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. From the **Completed** List (you may have to click the **>** in front of Completed to open the list), **click on the name of the employee** whose performance review you want to view.

4. This will open the employee's **Profile**. From the left menu, click **Performance**.

5. Click the **Performance Reviews** tab.
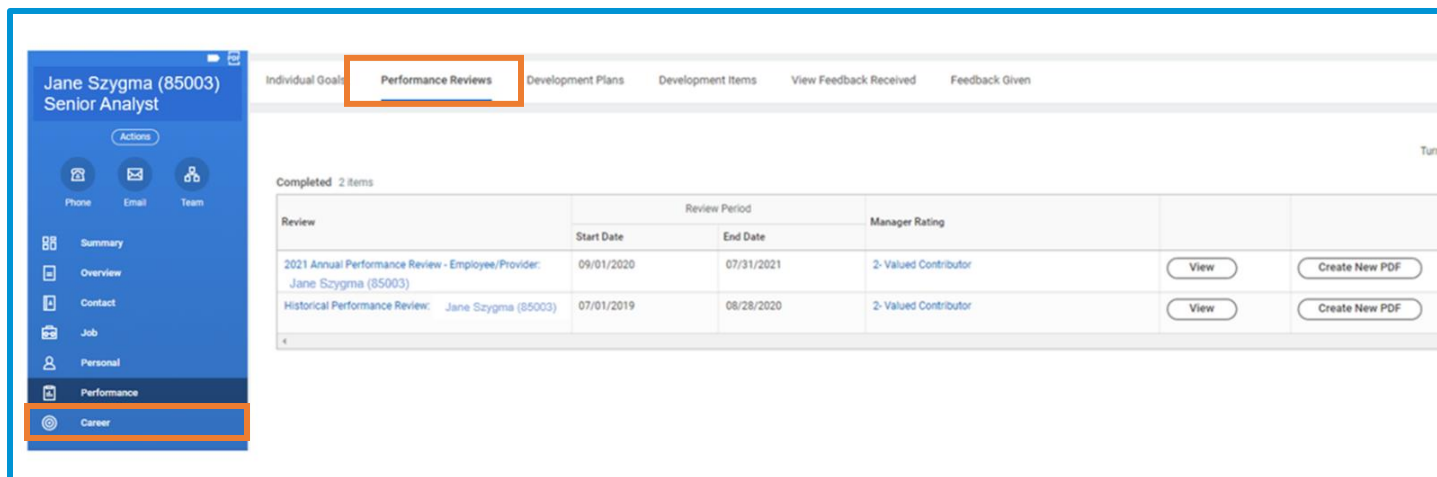
Performance Reviews: Manager

6. Click on the **View** button to view the review on your screen or you can **Create a New PDF**.

| View | Create New PDF |

7. If you select PDF, the PDF will be the notifications section of Workday.

Note: When you print or save a copy of the performance review outside of Workday, attachments are not automatically included. You need to print and/or save those attachments separately.