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.

Jane Szygma (85003) Senior Analyst	Individual Goalt Performance Reviews Develop	pment Plans Deve	elopment items View Feedt	ack Received Feedback Given		
8 8	Completed 2 items					
Phone Email Team	Review	Review Period		Manager Rating		
Summary		Start Date	End Date			
a Overview	2021 Annual Performance Review - Employee/Provider: Jane Szygma (85003)	09/01/2020	07/31/2021	2- Valued Contributor	View	Create New PDF
Contact	Historical Performance Review: Jane Szygma (85003)	07/01/2019	08/28/2020	2- Valued Contributor	View	Create New PDF
dot 🖥						
2 Personal						
- Durlamana						
E Performance						
Career						



Performance Reviews: Manager

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



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





<u>Note:</u> 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.

