Performance Reviews: Accessing Direct Reports' Completed Performance Review
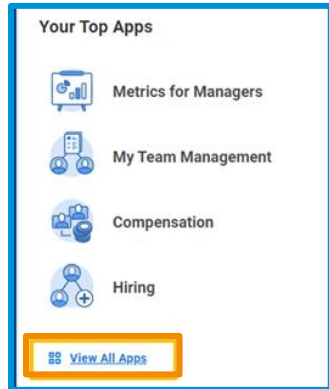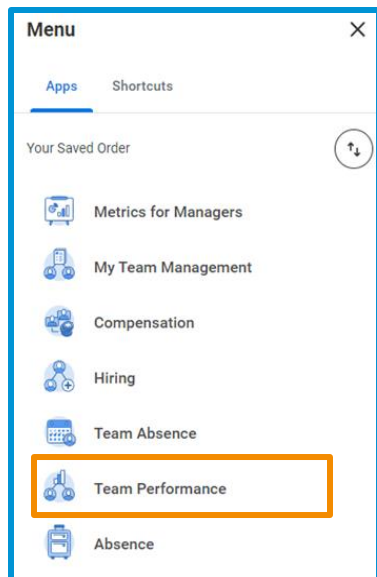
ACCESSING YOUR DIRECT REPORTS' COMPLETED REVIEWS

Your Top Apps
- Metrics for Managers
- My Team Management
- Compensation
- Hiring

View All Apps

1. Click **View All Apps** in the *Your Top Apps* menu.

2. Select the **Team Performance** app from the list.

Menu

Apps   Shortcuts

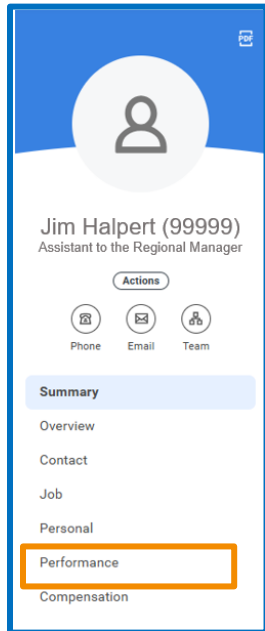Your Saved Order

- Metrics for Managers
- My Team Management
- Compensation
- Hiring
- Team Absence
- **Team Performance**
- Absence

3. Under **Performance**, select **My Team's Performnace Reviews**.

Performance
- My Team's Performance Reviews
- Print Employee Reviews

4. There will be **two** sections on the **My Team's Performance Reviews** page.

   a. **In Progress**: this includes open reviews. It displays the **Review Period**, **Status** (step in the process) and **Awaiting** (person the performance review is currently with).

   b. **Completed:** includes any reviews that are completed and have been shared and discussed with the employee. It displays the **Review Period** and **Manager Rating** for each review.

5. From the **Completed list**, click on the **name of the employee** whose performance review you want to view.

In Progress 2 items

Review	Review Period		Status	Awaiting
	Start Date	End Date		
Performance Review (Leader) - 2023:. Jim Halbert	01/01/2023	12/31/2023	Complete Manager Evaluation for Performance Review	Michael Scott

Completed 3 items

| Review	Review Period		Manager Rating
	Start Date	End Date	
2022 Performance Review - Employee/Provider: Jim Halbert	01/01/2022	12/31/2022	Exceptional Performance
2021 Annual Performance Review - Employee/Provider: Jim Halbert	09/01/2020	07/31/2021	3- Exceptional Talent

Geisinger

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

b. **Create New PDF** – to download a copy of the review that can be printed or saved outside of Workday. If you select the PDF option, you will be alerted in the Notifications section of Workday.

Create New PDF

7. Click the **Performance Review** tab.
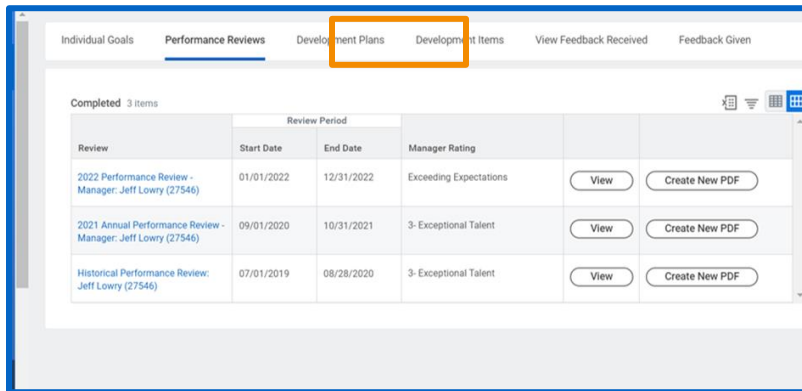
8. To the right of the review, click:

a. **View** – to view the performance review on your screen.

View