Workday Performance Management Classified Staff - Completing an Employee Self-Assessment

The Mines Performance Management process takes place in the Workday system. Once the process starts, you will receive a notification in Workday. The first step of the process is an employee self-assessment. You can refer to the **Self-Assessment Guide for Employees** located [here](#) to prepare for this step. The self-evaluation step is optional for classified staff. It is recommended that you complete this step to share your thoughts on your performance.

1) Go to my.workday.com to log in. Click on the **Self Evaluation** task on your home screen.

2) Once in the task, click **Get Started** to proceed.

3) The sections are listed to the left of the page as you proceed through the steps. Review the help text and description in the **Individual Performance Measures** section, then click on **Add** to enter your goals that were set as part of the Performance Plan you completed with your supervisor. Click on the link to the **SMART Goals Worksheet** for reference.
a. Enter your goal. **Note:** For FY 23-24, you will need to copy and paste the goals you set with your supervisor. **Note:** Add each goal individually.

b. Use the **Description** field to enter any notes about the goals progress or changes that have happened. This field will be used when goals are set in Workday in the future every August.

c. Enter **Due Date**.

d. Click to select **Performance Objective**. **Note:** This makes the performance objective available under **Add Existing** in the future.

e. Select the Mines strategy that aligns with your goal. Click the drop down to select **My Organizational Goals**, then **Colorado School of Mines**, then **2023-2024 CSM Organizational Goals** to see the list of all Mines strategies. **Note:** Managers have the ability to change this as needed.

f. Select the appropriate **Status** for your goal.
g. Select the appropriate Rating for the goal you have entered.

h. Then add any specific details to support your rating.

i. Click Add to enter additional goals.

4) Click Next to proceed to the next section. Note: Click Save for Later at any time if you need to stop and continue later.

5) Review the help text and description in the Required Competencies section. Select the Rating for each required competency and add any specific details in the comments. Note: Click on the link to refer to the State Required Core Competency document to help you with rating selection. Click Next.

6) Review the help text and description in the Optional Competencies section. Select the Rating for Supervision, if applicable, and add any specific details in the comments.
7) In the **Supporting Documents** section, you can attach documents or emails you would like to be part of your performance review. These might include kudos, feedback you received from colleagues you partnered with on your goals.

   a. Click **Next**.

8) In the **Development/General Opportunities** section, list any areas of desired growth or development. Click **Add**.

   a. Enter the area of desired growth or development.
   b. Add any additional details about what you entered.
   c. Select the appropriate **Status**.
   d. Add details about the status as needed.
   e. Enter a start and completion date.
   f. Click **Add** to enter additional development/general opportunities.
9) In the **Overall Assessment of Employee** section, select the overall **Rating**. Add additional details as needed in the **Comment** box.

![Overall Assessment of Employee section](image)

- a. Click **Next**.

10) Scroll down to review the details you have entered then click **Submit**. Click **Save for Later** at any time if you need to stop and continue later.

![Individual Performance Measures and Required Competencies sections](image)

- a. The review will now be sent to the supervisor to complete their review.