Workday Performance Management Classified Staff - Completing Manager Evaluation

The Mines Performance Management process takes place in the Workday system. The first step of the process is an employee self-assessment. The self-evaluation step is optional for classified staff. Once the employee completes their self-assessment or the process is advanced, the supervisor will receive a task in Workday to start the Manager evaluation.

Review Process

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

2) Once in the task, read the details before clicking Get Started to proceed.

3) The sections are listed to the left of the page as you proceed through the steps.
   
   a. Review the help text and description in the Individual Performance Measures section. Review the goals the employee added. If there are none, click Add to enter them as they are required. Click on the link to the SMART Goals Worksheet for guidance to ensure SMART goals. **Note:** Supervisors can edit the Mines strategy selected in the Supports field.
   
   b. The Employee Evaluation is on the right side for your reference.
   
   c. Click on Rating drop down to select the relevant rating: Exceptional, Highly Effective, Effective, Needs Improvement or Unacceptable. Then enter specific details in the Comments field.
d. Click **Next** to proceed to the next section. **Note:** Click **Save for Later** at any time if you need to stop and continue later.

4) Review the help text and description in the **Required Competencies** section. The **Employee Evaluation** is on the right side for your reference. 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.

   a. Click **Next** to proceed to the next section.
5) Review the help text and description in the **Optional Competencies** section. Select the **Rating** for Supervision for your employee, if applicable, and add any specific details in the comments.

a. Click **Next** to proceed to the next section.
6) In the **Supporting Documents** section, you can attach documents or emails you would like to be part of the employee’s performance review.

   a. Click **Next** to proceed to the next section.

![Supporting Documents](image1)

7) Read the help text in the **Development/General Opportunities** section and review the employee’s areas of desired growth or development.

![Development/General Opportunities](image2)

   a. Click **Next** to proceed to the next section.
8) In the **Overall Assessment of Employee** section, select the overall **Rating**. The **Employee Evaluation** is on the right side for your reference. Add additional details as needed in the **Comment** box.

![Overall Assessment of Employee](image)

- **Click Next** to proceed to the next section.

9) Scroll down to review the details entered. Then do one of the following:

   a. **Submit** to send the review to Manager +1.
   
   b. **Save for Later** if you need to stop and continue later.
   
   c. **Send Back** if you would like the employee to add what they missed. See additional steps for this process below.
Send Back Process

After reading the employee self-assessment, if details or achievements are missing, the supervisor can send back the assessment to the employee.

1) On the Review and Submit step, click Send Back.

2) In the pop-up box, the employee will be auto selected in the To field.
   a. Enter the details in the Reason field.
   b. Click Submit. Note: Let the employee know outside the system what you need them to add.

3) The assessment will be sent back to the employee. Note: They will not see any ratings or comments you selected.

4) Once the employee completes adding the missing details and submits, there will be a task on your Workday Home screen.