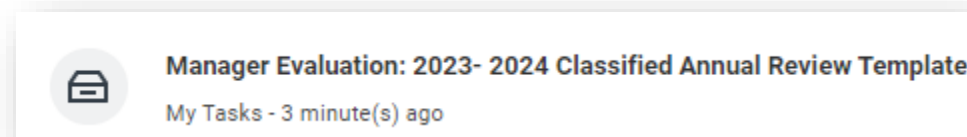


Workday Performance Management Classified Staff – Manager Plus One Process

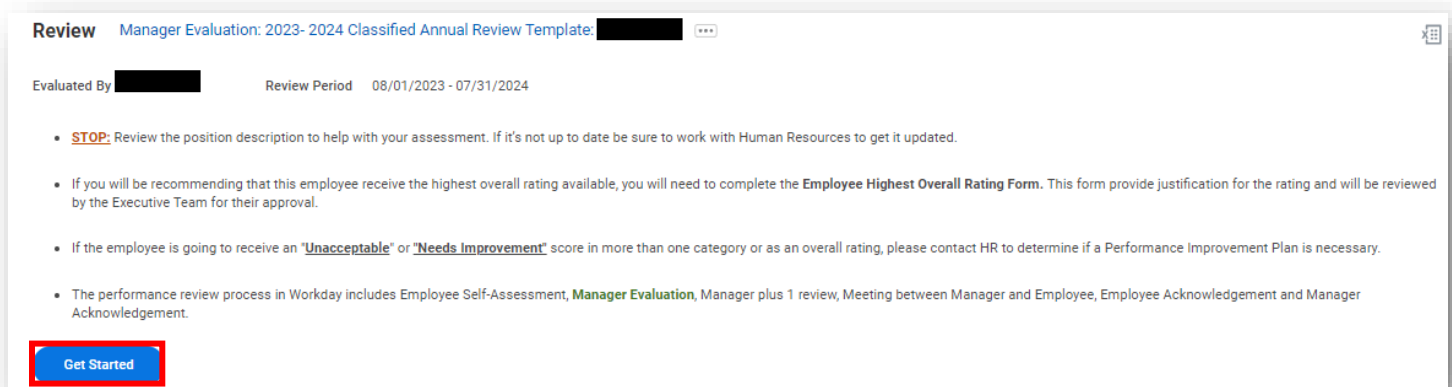
The Mines Performance Management process takes place in the Workday system. The first step of the process is an employee self-assessment, followed by the manager evaluation. Once the manager completes the employee evaluation, the manager +1 will receive a task in Workday to start their review.

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, click **Get Started** to proceed.



- 3) Manager +1 will be taken to the Summary page to read through the entire review. The **Manager Evaluation** is in the middle column and the **Employee Evaluation** is on the right side, for your reference.
 - a. Scroll down to read the review details, then click
 - i. **Approve** if you agree with the review. **Note:** The Manager task to **Meet with Employee** will be initiated.
 - ii. **Send Back** if you would like the manager or the employee to add additional details. See additional steps for this process below.



Review
Manager Evaluation: 2023-2024 Classified Annual Review
Template: [REDACTED]
Actions
08/01/2023 - 07/31/2024
Evaluated By: [REDACTED]

- Individual Performance Measures
- Required Competencies
- Optional Competencies
- Supporting Documents
- Development / General Opportunities
- Overall Assessment of Employee
- Summary

Individual Performance Measures

Goal Goal #1
Description
Due Date 05/31/2024
Category Performance Objective
Supports A great community to learn, explore, live and work in (Public)
Status On Track

Manager
Rating Highly Effective
Comment Include specific details of how they accomplished this goal.

Employee
Rating Effective
Comment

Required Competencies

6 Items

Competency	Description	Manager Evaluation	Employee Evaluation
Job Knowledge	The degree to which the employee is skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. The employee meets work standards, schedules, and deadlines; demonstrates efficiency in completing duties; sets priorities, is motivated; makes sound, well-informed, objective decisions; resolves problems; makes continuous improvements and takes on additional duties as needed. <small>Link to Standard Definitions for Required for Core Competencies document</small>	Rating Highly Effective Comment Great work - here are teh details.	Rating Effective Comment I did so well - here are the details.

Approve Send Back

Send Back Process

After reading the employee self-assessment, if details or achievements are missing, the supervisor and Manager +1 can send back the review to the employee.

- 1) On the **Summary** section, click **Send Back**.

Approve Send Back

- 2) In the pop-up box, click the **To** drop down to select either the employee or the manager to send the review back to.

Send Back

To * Search

Reason *

Submit Cancel

Send Back

To * Search

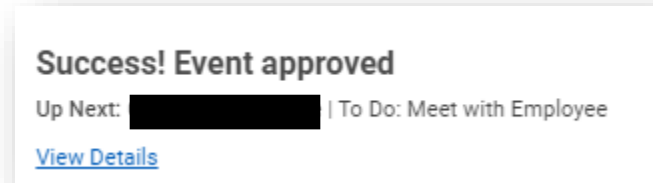
Reason *
☐ [REDACTED] -- Complete Self Evaluation
☐ [REDACTED] Complete Manager Evaluation for Performance Review

Submit Cancel

Manager Evaluation: 2023-2024 Classified Annual Review
Template: [REDACTED]
Actions
08/01/2023 - 07/31/2024

- Individual Performance Measures
- Required Competencies
- Optional Competencies
- Supporting Documents
- Development / General Opportunities
- Overall Assessment of Employee
- Review and Submit

- a. Enter the details for sending the review back in the **Reason** field.
- b. Click **Submit**. Note: Let the employee/manager know outside the system what you need them to add.



The review will be sent back to the manager. **Note:** If the review is sent back to the employee, once the employee adds the details, the review will go to the manager to review and submit. Then it will be back with Manager +1.