

## When to Use This Guide

Use this document to guide you through printing an individual performance appraisal, or printing performance appraisals for a team. Please note, the current manager of the TSM is the manager that will have access to print the review.

**\*For best results, it is recommended to access Workday using Internet Explorer or Google Chrome**

### Printing an Individual Performance Appraisal form that is in your Inbox

1. Please monitor your e-mail for a notification that you may begin delivering Performance Appraisals to your TSMs, then access your Workday Inbox
2. Locate the Performance Appraisal form for you TSM  
**Tip:** You can filter your inbox to show Performance Appraisals only
3. Click the PDF icon in the upper righthand corner
4. A notification with link will pop up in the upper righthand corner when the document is ready to print
5. Click on the link in the notification  
**Note:** the notification/link is also available in your notification inbox, which you can access by clicking the  icon
6. The PDF will open
7. Click the print icon in the upper righthand corner

### Printing an Individual Performance Appraisal form

1. Click on **Talent and Performance** under “Applications” from your Workday homepage
2. Click the **Printable Review** task under **Print Completed Review** to the right
3. In the **TSM Review** box, select the review you would like to see
4. Click **OK**
5. To print, click the print icon PDF in the upper righthand corner
6. A notification with link will pop up in the upper righthand corner when the document is ready to print
7. Click on the link in the notification  
**Note:** the notification/link is also available in your notification inbox, which you can access by clicking the  icon
8. The PDF will open
9. Click the  icon in the upper righthand corner

### Printing Performance Appraisal forms for a Team

1. Click on **Team Performance** under “Applications” from your Workday homepage
2. Click the **Print TSM Reviews** task under **Reviews** to the right
3. In the **Organizations** box, select the team for which you would like to print forms
4. In the **Review Template** box, select the template you would like to print for the team  
**Note:** For year end reviews, please choose the Standard, Standard with TSIP, Telesales, DC Operations, or Director/VP forms. You will need to do this process for each type of review your team may have.
5. Click **OK**
6. Another screen will come up, you **MUST** click **OK** again
7. Click **Done**
8. Click the **View Printable TSM Review** task under **Reviews** to the right  
**Note:** It may take a moment for Workday to create the PDFs for you to print. Please refresh your browser until the links are available to print.
9. Here you will see a list of the forms you asked Workday to generate
10. Click the first link you would like to print
  1. Please make sure you are printing the most current version of the performance appraisal by checking the Date and Time Created column
11. The PDF will open
12. Click the  icon in the upper righthand corner
13. Repeat for each TSM’s form you would like to print