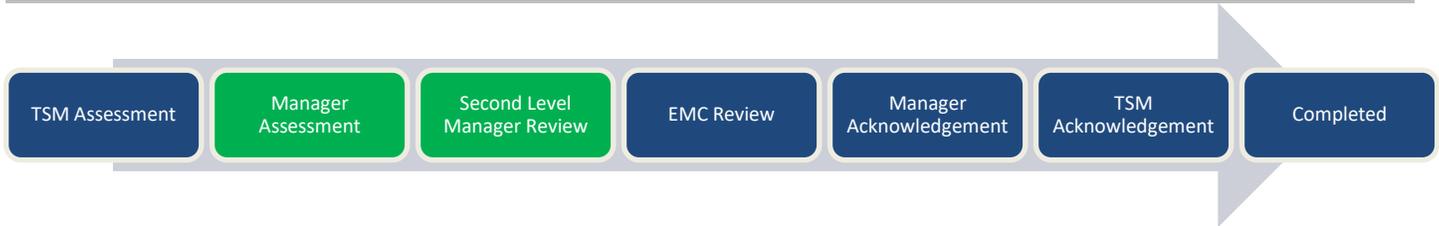


## When to Use This Guide

Use this document to guide you through completing the Performance Appraisal form for your TSMs.



### Manager Assessment Step: Completing a Performance Appraisal

1. Access your Workday tasks and locate the Performance Appraisal form for your TSM
2. Click **Get Started**
3. For each Performance Factor enter a weighting and a rating

**a. Please use the weightings below:**

<b>Accuracy</b>	<b>25%</b>
<b>Productivity</b>	<b>25%</b>
<b>Safety</b>	<b>10%</b>
<b>Attendance</b>	<b>20%</b>
<b>Team Schein Values and Compliance</b>	<b>10%</b>
<b>Job Knowledge and Skills</b>	<b>10%</b>

b. Note: All weightings are listed next to the applicable Performance Factor on the Performance Appraisal form

4. Click **Next**
5. Enter your Manager Assessment in the **Answer** text box
6. Click **Next**
7. Review your complete Manager Assessment
8. Click **Submit** for the First Level Manager and **Approve** for the Second Level Manager
9. Once successfully submitted, it will route to your manager for approval. If you are a Second Level Manager, it will route the EMC Review step
  - a. As second level manager, follow the same steps as the manager. You have the ability to edit any Ratings the First Level Manager has entered. However, please note that when adding your comments, you should not erase any of the previous manager's comments. Please indicate it is your comments by adding your name next to them

### Sending Back a Performance Appraisal

1. Access your Workday tasks and locate the performance appraisal form for your TSM
2. Click **Get Started**
3. Click **Next** until you see the **Send Back** button.
4. Click **Send Back**
5. Enter the TSM's name
6. Enter a **Reason**
7. Click **Submit**

### Reporting and Dashboards

1. Click on **Team Performance** from your Workday homepage. Review each tab and the commonly run reports for each area. Below is an example of the different reports you can use within the dashboard:

Activity	Select this Report/Dashboard
To view the Status of Team’s Performance Appraisals	<b>RPT Year End Outstanding Form Status Summary</b> <i>(you can drill into the report to see details on what forms are outstanding and who needs to take action)</i>
To review the Performance Distribution for your team	<b>RPT Ratings Distribution</b>

Planning merit increases for your team is the next step in the process. Merit Planning begins in mid-January. Refer to Merit for Managers QRG for more details.


**Tips!**

*Workday Recovery Assistant!*

If you accidentally click out of a Performance Appraisal before completing it or you get distracted while completing one and Workday logs you out, Workday will save the Performance Appraisal for you so you can pick up from where you last left off. To access the Recovery Assistant, click on the picture in the upper righthand corner, then click “Recovery Assistant” (this will not show if there is nothing to be recovered). Click on the option that has the most recent transaction and it will bring you to back to the form you were completing.

*My Tasks Filters!*

Workday allows you to filter what’s in your tasks to make it easier to find what you need to complete. Click on your Workday ‘My Tasks’ and click on the “Advanced Search” option. A side bar will show you your options. If you click on Performance Appraisals, your tasks will filter to only the Performance Appraisal tasks you need to complete. If you click on Goal Setting, then your tasks will filter to only the goal setting tasks you need to complete.