

When to Use This Guide

Use this document to guide you through viewing/editing your performance information in Workday.

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

Completing Your Self Assessment (TSM Assessment step on flow chart below)

1. Access your Workday 'My Tasks' and locate your Performance Appraisal form (inbox item will be titled "Self Assessment")
2. Click **Get Started**
3. Review the Performance Factors that you will be rated on
4. Click **Next**
5. Enter your Self Assessment in the Answer text box
 - a. Note: if you need guidance on writing the Self Assessment, a link in the instructions has been provided on the top of the page to access a Guide Sheet for further information
 - b. Writing a Self Assessment is not required, although it is encouraged. You may leave this field blank with manager approval
6. Click **Next**
7. Review your completed Self Assessment
8. Click **Submit**
9. Once completed, it will go to your manager to approve
10. Please monitor your e-mail for a communication when you need to acknowledge your Performance Appraisal

Seeing the Status of your Appraisal

1. Log into Workday and click the Menu option and then click on the **Talent and Performance** application
2. Click **Reviews** under **Talent and Performance**

Acknowledging Your Performance Appraisal Form (TSM Acknowledgement step on flow chart below)

1. Once you receive an e-mail that your Performance Appraisal is available, access your Workday 'My Tasks' and locate your Performance Appraisal form
2. Review your Performance Appraisal ratings and comments
3. Choose the status "Acknowledged" in the **Status** box
4. Enter a comment, if desired
5. Click **Submit**

Viewing/Printing a Completed 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  in the upper righthand corner

