

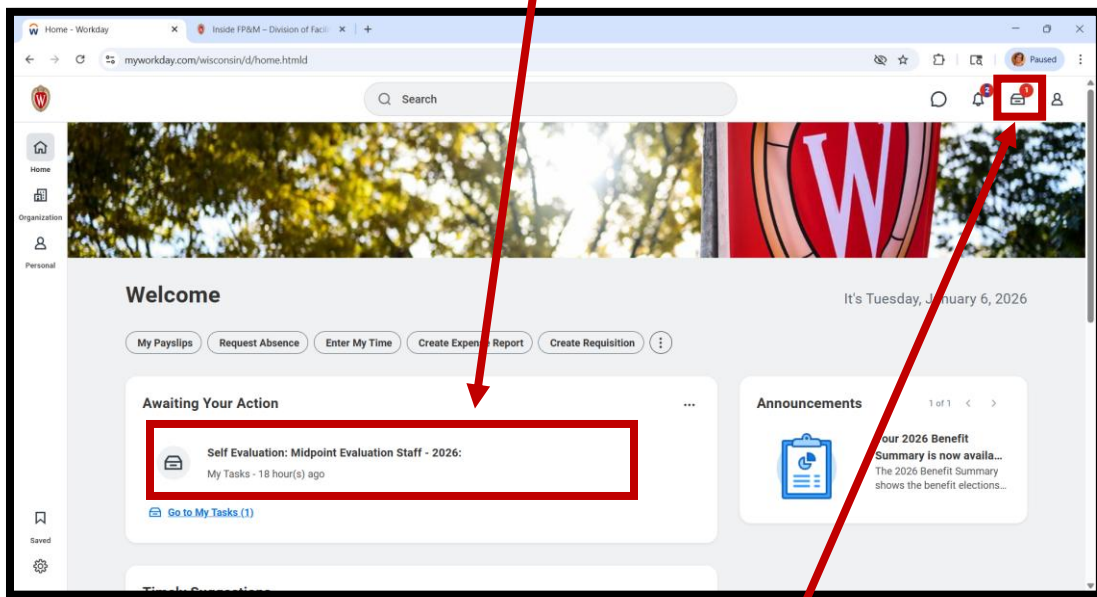
Midpoint Evaluation – Job Aid for Employees

Updated January 2026

A documented Midpoint Evaluation is required midway through each performance year. The steps below outline **employee actions/responsibilities** within the process.

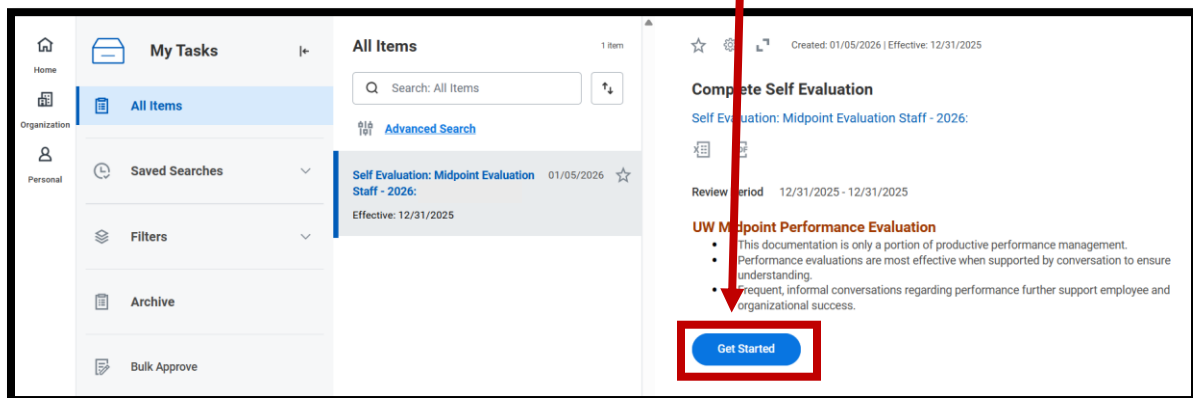
Step 01. Open the Self Evaluation Task in Workday

1. **Log in** to Workday.
2. **Locate your self evaluation task**, titled “Self Evaluation: Midpoint Evaluation Staff – 2026: Your Name” and **click it**.



- You may also open your task inbox to locate and click to open it from there.

3. When your task launches, click “**Get Started**.”



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Step 02. Complete Self Evaluation for Job Responsibilities

1. **Review** each job responsibility listed. These should be the same as your last review.

Do NOT make changes to the content included. Talk to your supervisor if you have any concerns.

The screenshot shows a web application titled 'Complete Self Evaluation' for 'Self Evaluation: Midpoint Evaluation Staff - 2026'. The left sidebar contains navigation links: Home, Organization, Personal, Job Responsibilities (selected), Goals, Supporting Documents (Optional), Midpoint Overall Evaluation and Rating fo..., and Review and Submit. The main content area is titled 'Job Responsibilities' and 'Evaluate Responsibilities'. It includes instructions: 'If responsibilities have been rated in a previous evaluation, the rating and comment has carried over to this evaluation.', 'Rate/Update your performance in each area of responsibility.', 'Add/Update comments as needed.', and 'Do not make any changes, additions, or deletions to the responsibilities.' A red box highlights a specific responsibility: '15% - Facilitates training sessions covering a variety of relevant topics.' Below this, another red box highlights the 'Rating' dropdown menu, which currently shows 'select one'. A red arrow points from the instruction text above to the 'Rating' dropdown.

2. **Rate** your performance using the rating dropdown for each job responsibility.

Use the following ratings and definitions:

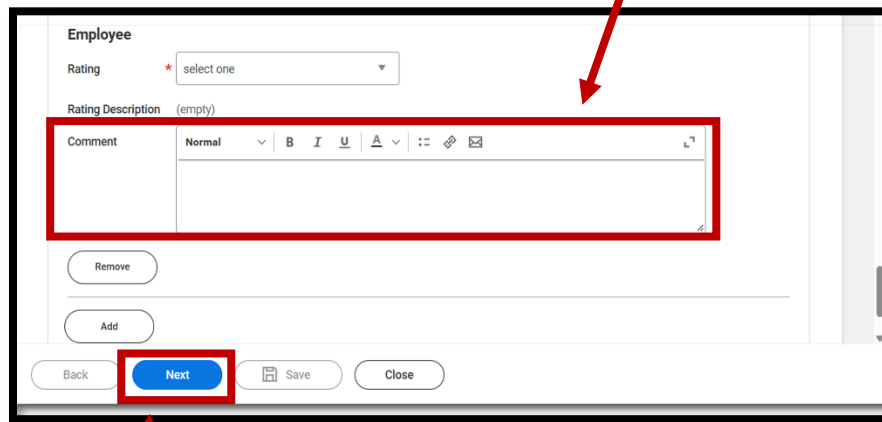
- *Exceeding Expectations – Performance consistently exceeds the communicated expectations.*
- *Meeting Expectations – Performance consistently meets the communicated expectations.*
- *Partially Meeting Expectations – Performance does not consistently meet the communicated expectations.*

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- *Failing to Meet Expectations – Performance is consistently below expectations and/or reasonable progress has not been made.*
- *Not Applicable – Unable to rate because performance is not currently expected in this area.*

3. Add comments to support your rating. (optional)

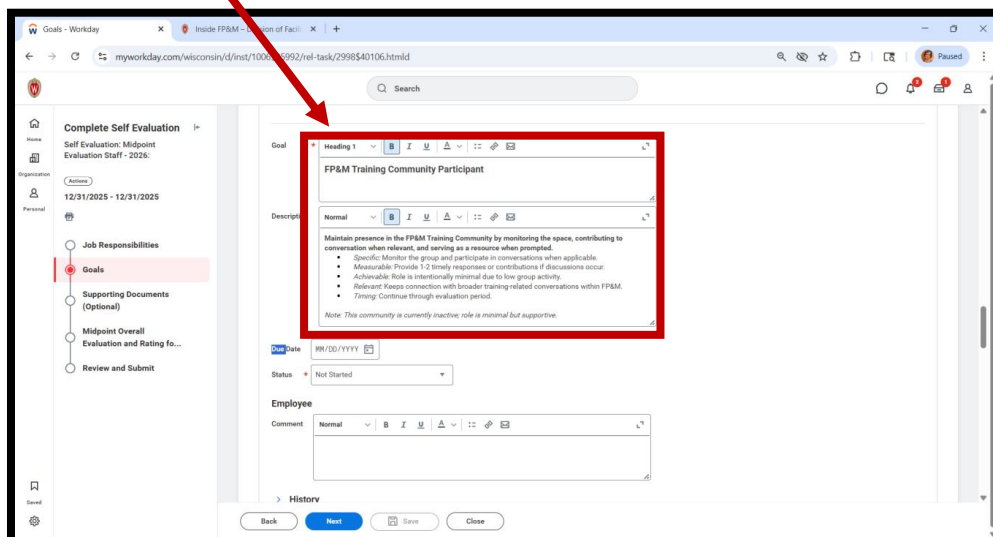


The screenshot shows a web form titled 'Employee'. It has a 'Rating' dropdown menu with 'select one' selected. Below it is a 'Rating Description' field with '(empty)' text. A red box highlights the 'Comment' field, which has a rich text editor toolbar with options like Bold, Italic, Underline, and Link. Below the comment field are 'Remove' and 'Add' buttons. At the bottom of the form, there are 'Back', 'Next', 'Save', and 'Close' buttons. A red arrow points to the 'Next' button.

4. Select "Next."

Step 03. Complete Self Evaluation for Goals

1. **Review** each goal and description listed. These should be the same as your future goals from the last review and may include new goals for the future. *Do NOT make changes to the content included. Talk to your supervisor if you have any concerns.*



The screenshot shows a web page titled 'Complete Self Evaluation'. On the left is a sidebar with navigation links: 'Home', 'Organization', 'Personal', 'Job Responsibilities', 'Supporting Documents (Optional)', 'Midpoint Overall Evaluation and Rating fo...', and 'Review and Submit'. The main content area shows a 'Goal' section with a heading 'FP&M Training Community Participant'. Below the heading is a 'Description' field with a rich text editor toolbar. A red box highlights the 'Description' field. Below the description field are 'Due Date' (MM/DD/YYYY), 'Status' (Not Started), and 'Employee' fields. At the bottom, there are 'Back', 'Next', 'Save', and 'Close' buttons. A red arrow points to the 'Next' button.

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2. **Select a status** for each goal using the status dropdown.

Use the following statuses:

- Not Started
- In Progress
- Completed

The screenshot shows the 'Complete Self Evaluation' interface in Workday. The left sidebar contains navigation links: Home, Organization, Personal, Job Responsibilities, Goals (highlighted), Supporting Documents (Optional), Midpoint Overall Evaluation and Rating for..., and Review and Submit. The main content area is titled 'Goal' and shows a goal named 'FP&M Training Community Participant'. The description includes a list of bullet points and a note. Below the description, there is a 'Date' field, a 'Status' dropdown menu (currently set to 'Not Started'), an 'Employee' section with a comment box, and a 'History' section. At the bottom, there are buttons for 'Back', 'Next', 'Save', and 'Close'. Red boxes highlight the 'Status' dropdown, the 'Employee' comment box, and the 'Next' button. Red arrows point from the instructions to these elements.

3. **Add comments** to support your status and progress. (optional)

4. Select **"Next."**

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Step 04. Upload Supporting Documents

1. **Add supporting documents** by either dragging and dropping files into the gray square or clicking "select files" to chose files to import. (optional)

Note: Added documents should highlight accomplishments, growth, and/or performance. There is not a known limitation on how many documents can be added.

Supporting Documents (Optional)

Upload Supporting Documents (optional)

You manager also has the opportunity to add supporting documents.

Employee

Drop files here

or

Select files

Back Next Save Close

2. Select **"Next."**

Step 05. Midpoint Overall Evaluation and Rating for Non-Primary Job

1. **Select "Next"** if you do NOT have a non-primary job. You should only have an action to take if you have an active permanent secondary appointment.

Midpoint Overall Evaluation and Rating for Non-Primary Job

Overall Rating for Non-primary Job(s)

Feedback for any non-primary job(s) will appear here.

- This information is for reporting purposes.
- You cannot make changes.

This section will remain blank in the following circumstances:

- You do not have multiple jobs.
- You failed to request feedback from the non-primary job manager(s).
- The manager of the non-primary job(s) did not respond to the request for feedback.

Back Next Save Close

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2. If you do have a non-primary job, **follow system prompts** and then select **"Next."**

Step 06. Review and Submit

1. **Review** your ratings, comments, and status updates to check for accuracy. When done, select **"Submit."**

Note: Selecting "Submit" will complete your self evaluation and send your responses to your supervisor in the manager evaluation.

The screenshot shows the 'Complete Self Evaluation' interface in Workday. The left sidebar contains a navigation menu with 'Review and Submit' highlighted. The main content area is titled 'Job Responsibilities' and displays a list of responsibilities with associated ratings and descriptions. A red arrow points from the 'Submit' button at the bottom to the 'Review and Submit' step in the sidebar. The 'Submit' button is highlighted with a red box.

W Goals - Workday x Inside FP&M - Division of Faci... x +

myworkday.com/wisconsin/d/inst/1006\$25992/rel-task/2998\$40106.html

Search

Home

Organization

Personal

Complete Self Evaluation

Self Evaluation: Midpoint Evaluation Staff - 2026:

Actions

12/31/2025 - 12/31/2025

Job Responsibilities

Goals

Supporting Documents (Optional)

Midpoint Overall Evaluation and Rating fo...

Review and Submit

Job Responsibilities

Responsibility 15% - Facilitates training sessions covering a variety of relevant topics.

- Facilitate, organize, or source classes for customer groups on topics of interest such as: communication skills (email, written, difficult conversations), customer service (internal and external), productivity tools (ChatGPT for everyday tasks, using Outlook for organization, Excel), and others as requested.
- Coordinate and engage with BOP (FP&M Business Operations) and FP&M HR on Professional Development and Travel Request process to ensure policies and purchasing requirements are followed.

Employee

Rating (empty)

Rating Description (empty)

Comment

Submit Save for Later

Step 07. Manager Evaluation & Discussion

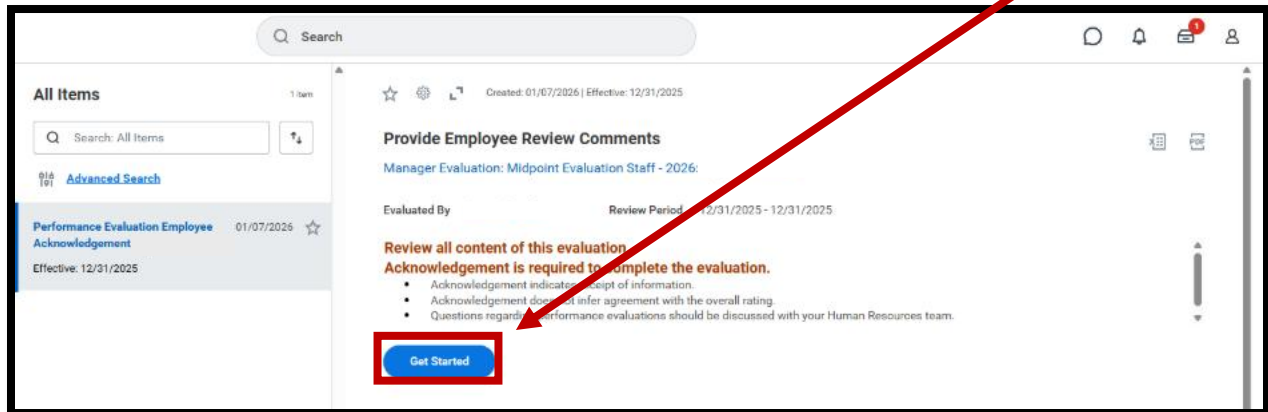
1. After you submit your self evaluation, your supervisor will complete their manager evaluation.
2. Once their manager evaluation is submitted, supervisors will complete a performance evaluation conversation with you.
3. Upon completion, you will receive the task outlined in step 08.

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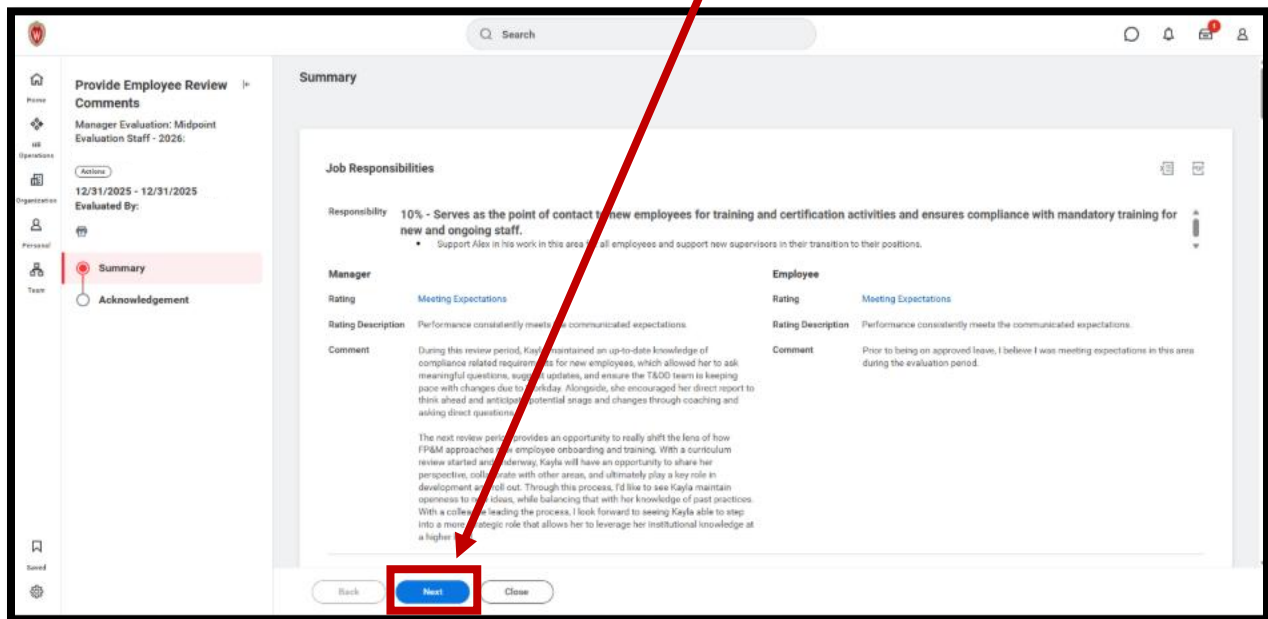
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Step 08. Open the Provide Employee Review Comments Task

1. Locate your performance evaluation task, titled **"Performance Evaluation Employee Acknowledgement: Your Name"** and click **"Get Started."**



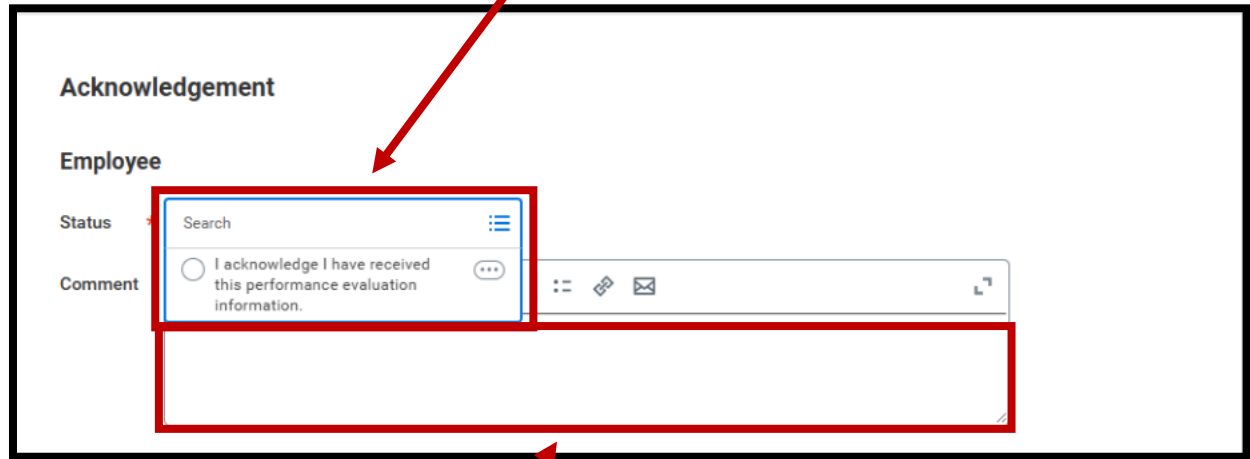
2. **Review** your performance evaluation content, including your supervisor's review and your self evaluation. Then select **"Next."**



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3. **Acknowledge** you have received your performance evaluation information by selecting the dropdown option.



The screenshot shows a form titled "Acknowledgement" with the following fields:

- Employee**: A dropdown menu with a search icon and a list icon.
- Status**: A dropdown menu with a search icon and a list icon.
- Comment**: A text area with a placeholder text "I acknowledge I have received this performance evaluation information." and a "Send" button.

Red arrows point to the "Employee" dropdown and the "Comment" text area.

4. **Add comments.** (optional)
5. **Submit** your acknowledgement.

Step 09. Completed Evaluation

1. After you submit your acknowledgement, your supervisor will also acknowledge completing the performance evaluation.
2. The process is then complete. You have access to your completed evaluation in your Workday profile.