

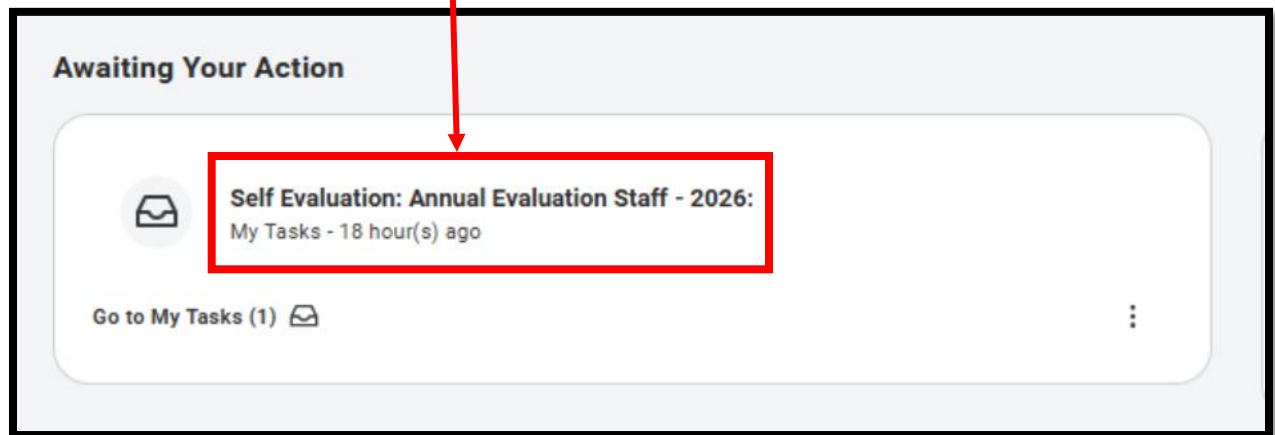
Annual Evaluation – Job Aid for Employees

Updated July 2026

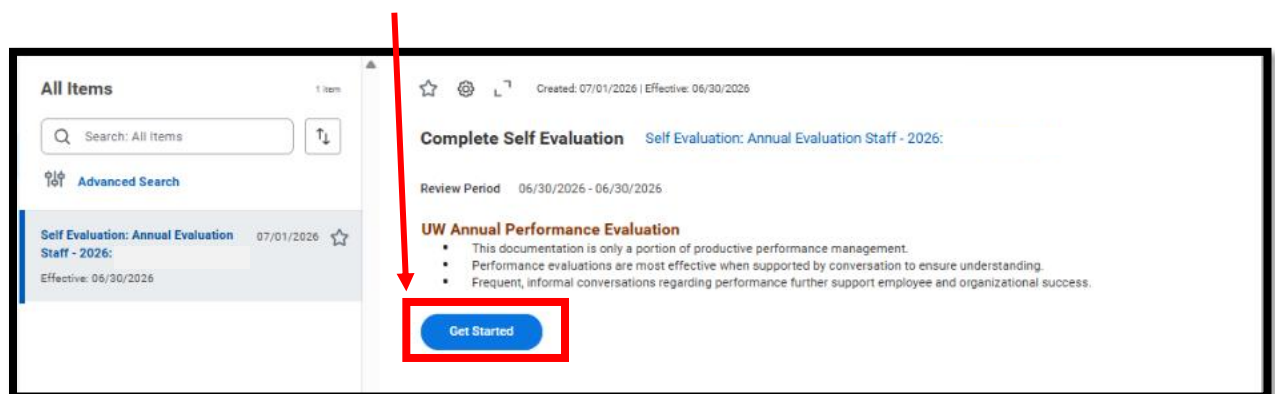
A documented Annual Evaluation is required at the completion of a performance year. The steps below outline **employee actions/responsibilities** within the process.

Step 01. Open the Self Evaluation Task in Workday

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



- a. 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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02. Complete the Self Evaluation for Job Responsibilities

1. **Review** each job responsibility listed. These should be the same as your last review, but if you notice changes, **discuss** them with your supervisor.

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

Complete Self Evaluation

Self Evaluation: Annual
Evaluation Staff - 2026:

Actions

06/30/2026 - 06/30/2026

Job Responsibilities

Discussion Questions - Job Engagement

Goals

Supporting Documents (Optional)

Overall Evaluation and Rating for Non-primary ...

Review and Submit

Job Responsibilities

Evaluate Responsibilities

- Comments from the previous evaluation have carried over to this evaluation.
- Add/Update comments as needed.
- Do not make any changes, additions, or deletions to the responsibilities.

Autosave is enabled for this task, progress will save after 30 seconds of inactivity.

Responsibility *

Heading 1

10% - Serves as the point of contact to new employees for training and certification activities and ensures compliance with mandatory training for new and ongoing staff.

- Support : in his work in this area for all employees and support new supervisors in their transition to their positions.

Employee

Comment

Normal

Comments from your previous review will display here.

Remove

Responsibility *

Heading 1

15% - Assists with education of and documentation creation for policies, procedures, tutorials, guidance, and supplemental forms.

- Continue to engage with our HR teams - Recruitment, Payroll/Benefits, Workforce Relations to support training on policy and process.
- Serve as FP&M's representative for campus work teams regarding organization development or training.
- Advocate for the needs of the division, employees or department as the situation warrants.
- Ensure information from meetings is disseminated in a timely manner to appropriate parties.

Back Next Save Close

2. **Add/edit** comments for each job responsibility. (optional)

IMPORTANT NOTE: Comments added during the previous review period (midpoint evaluations) will automatically be displayed. You may delete, add to, or maintain those comments.

3. **Select** "Next."

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03. Complete the Discussion Questions – Job Engagement

1. **Answer** each discussion question by typing your response in the box.

The questions are:

- Which of your accomplishments in this review period make you most proud?
- What would help you achieve higher performance in your role? Please mention any barriers that may be impacting your progress.
- What new knowledge, skills, or projects are you interested in pursuing to help advance your work performance?

Complete Self Evaluation | Self Evaluation: Annual Evaluation Staff - 2026

06/30/2026 - 06/30/2026

Job Responsibilities

Discussion Questions - Job Engagement

Goals

Supporting Documents (Optional)

Overall Evaluation and Rating for Non-primary ...

Review and Submit

Discussion Questions - Job Engagement

Discussion Questions

- These questions should be answered to help guide conversation.
- You are required to answer the questions.
- There is a distinct question for you and your manager.

Question Employee: Which of your accomplishments in this review period make you most proud?
Manager: What have you observed?

Employee

Answer * Normal B I U A :: [Rich Text Editor]

Question Employee: What would help you achieve higher performance in your role? Please mention any barriers that may be impacting your progress.
Manager: What resources, guidance, and support can you offer?

Employee

Answer * Normal B I U A :: [Rich Text Editor]

Question Employee: What new knowledge, skills, activities, or projects are you interested in pursuing to help advance your work performance?
Manager: What knowledge, skills, activities, or projects would you suggest that would advance performance in this role?

Back Next Save Close

- a. Your supervisor will complete the following questions to respond and add to your answers:

- What have you observed?
- What resources, guidance, and support can you offer?
- What knowledge, skills, activities, or projects would you suggest that would advance performance in this role?

2. **Select** "Next."

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04. Complete Self Evaluation for Goals

1. **Review** each goal description listed. These should be the same as your future or in progress 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.

Complete Self Evaluation |+

Self Evaluation: Annual
Evaluation Staff - 2026:

Actions

06/30/2026 - 06/30/2026

Job Responsibilities

Discussion Questions - Job Engagement

Goals

Supporting Documents (Optional)

Overall Evaluation and Rating for Non-primary ...

Review and Submit

Goals

Review and Update Goals

- Review status of existing goals and update as needed.
- Add any in-progress or new goals and provide a status for each goal.
- Add existing goals that were created outside the previous evaluation.
- If comments were entered for a goal in a previous evaluation, the comments have carried over to this evaluation.
- Add/update comments for each goal as needed.

Goal * Heading 1 B I U A v :: [icon] [icon]

Professional Development

Description Normal B I U A v :: [icon] [icon]

Identify an external professional development opportunity for the next year and continue to find ways to develop skills on the job through stretch assignments.

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

Use the following statuses:

- Not Started
- In Progress
- Completed

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

4. **Select** "Next."

Date MM / DD / YYYY [calendar icon]

Status * Not Started

Employee

Comment Normal B I U A v :: [icon] [icon]

I would like to identify and attend a T&OD focused conference and/or training in calendar year 2026.

> History

Back Next Save Close

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05. Upload Supporting Documents

1. **Add** supporting documents by either dragging and dropping files into the gray square or by clicking “select files” to choose 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.

Complete Self Evaluation |>

Self Evaluation: Annual
Evaluation Staff - 2026:

Actions

06/30/2026 - 06/30/2026

Job Responsibilities

Discussion Questions -
Job Engagement

Goals

Supporting Documents
(Optional)

Overall Evaluation and
Rating for Non-primary ...

Review and Submit

Supporting Documents (Optional)

Upload Supporting Documents (optional)

Your manager also has the opportunity to add supporting documents.

Employee

Drop files here

or

Select files

Back Next Save Close

2. **Select “Next.”**

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06. 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.

Complete Self Evaluation |+

Self Evaluation: Annual
Evaluation Staff - 2026:

Actions

06/30/2026 - 06/30/2026

Job Responsibilities

Discussion Questions -
Job Engagement

Goals

Supporting Documents
(Optional)

**Overall Evaluation and
Rating for Non-primary ...**

Review and Submit

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.

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2. If you are prompted to get feedback for more than one job and you have a secondary performance-eligible position, **add** the name of your supervisor and your position number and **select** "Submit."

The screenshot shows the 'Get Feedback' task interface. At the top left, there is a star icon and a gear icon (highlighted with a red box). To the right of the gear icon is the text 'Created: 07/12/2026 | Effective: 06/30/2026'. At the top right, there is a red banner with a white exclamation mark icon and the text '1 Error'. Below the banner, the title 'Get Feedback' is displayed. The main content area contains the following text: 'You are receiving this task because you have more than one job. You are required to request feedback from all non-primary job manager(s). This is where they will document your annual rating.' Below this text are two bullet points: 'Type each non-primary job manager name to search and select' and 'This task may be skipped if you are on leave from your non-primary position, only working in the primary position, and do not require a performance rating for the non-primary position.' Below the second bullet point is another bullet point: 'To skip the task, click the Gear icon above, and choose Skip This Task.' Below the main content area is a red-bordered box containing the text 'Who do you want to request feedback from? *' followed by a text input field. Below the input field is a red error message: 'Error: The field Who do you want to request feedback from? is required and must have a value.' Below the red-bordered box is a section titled 'Questions' with a dropdown arrow. Below the 'Questions' section is a 'Feedback Template' section with a dropdown menu showing 'Non-primary Job Overall Rating - Locked Template'. Below the 'Feedback Template' section is a 'Question' section with a text input field containing the text 'What is the position number for this non-primary position? If you are unsure, contact your Human Resources team.' Below the 'Question' section is a 'Question Type' section with a dropdown menu showing 'Text'. At the bottom of the interface are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

3. If you are prompted to get feedback for more than one job, but you are NOT in a secondary performance-eligible position (i.e., you're in an interim role, you have a part time appointment, etc.), **select** the gear icon at the top and **skip** this task.

07. Review and Submit

1. **Review** your 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.

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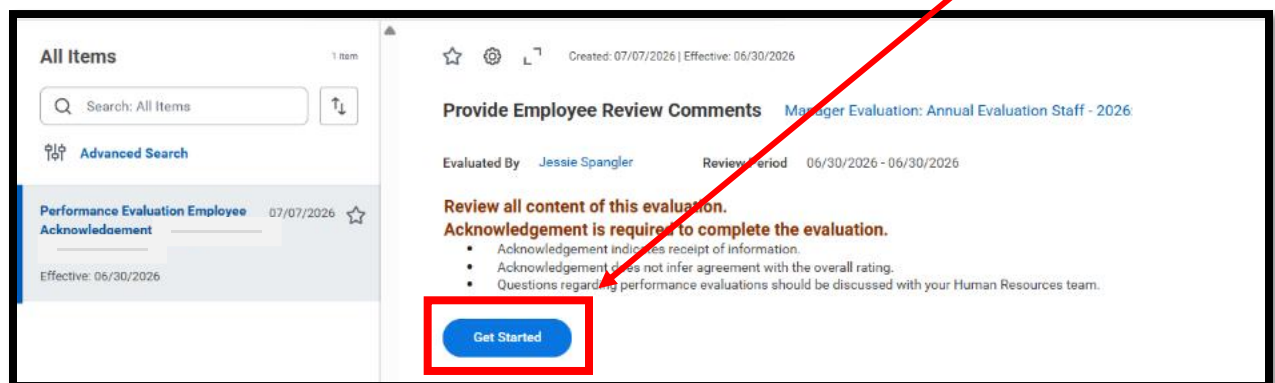
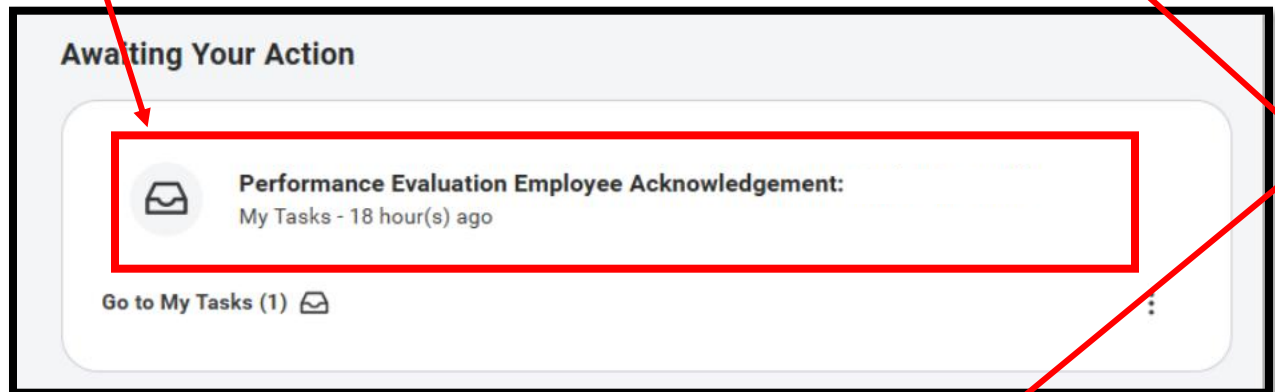
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08. Manager Evaluation and Discussion

1. After you submit your self evaluation, your supervisor will complete their manager evaluation.
2. Once their manager evaluation is submitted, your supervisor will complete a performance evaluation conversation with you.
3. Upon completion, you will receive the task outlined in step 09.

09. Performance Evaluation Employee Acknowledgement

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



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

The screenshot shows a web interface for providing an employee review. On the left, a sidebar titled 'Provide Employee Review' includes a 'Comments' section with a date range of '06/30/2026 - 06/30/2026' and 'Evaluated By: Jessie Spangler'. Below this is a navigation menu with 'Summary' (selected) and 'Acknowledgement'. The main area is titled 'Summary' and displays 'Job Responsibilities'. A specific responsibility is listed: '10% - Serves as the point of contact for new employees for training and certification activities and ensures compliance with mandatory training for new and ongoing staff.' Below this, there are fields for 'Manager' and 'Employee' comments.

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

The screenshot shows the 'Acknowledgement' section of the interface. It has a sub-header 'Employee'. Below this is a 'Status' dropdown menu with a search bar and a list of options. One option is selected: 'I acknowledge I have received this performance evaluation information.' Below the status dropdown is a 'Comment' text area. At the bottom of the page, there is a 'Process History' section showing two entries: 'Complete Manager Evaluation for Performance Review- Submitted' by 'Jessie Spangler' and 'Performance Evaluation Employee Acknowledgement- Awaiting Action'. At the very bottom, there is a 'Submit' button and a 'Save for Later' button. Red arrows point from the 'Status' dropdown and the 'Submit' button to the corresponding steps in the instructions below.

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