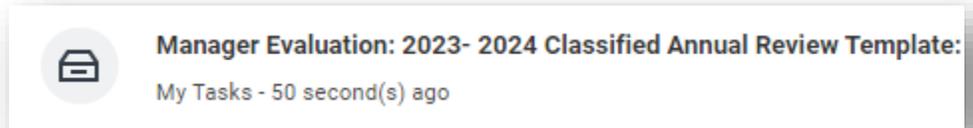


## Workday Performance Management Classified Staff - Completing Manager Evaluation

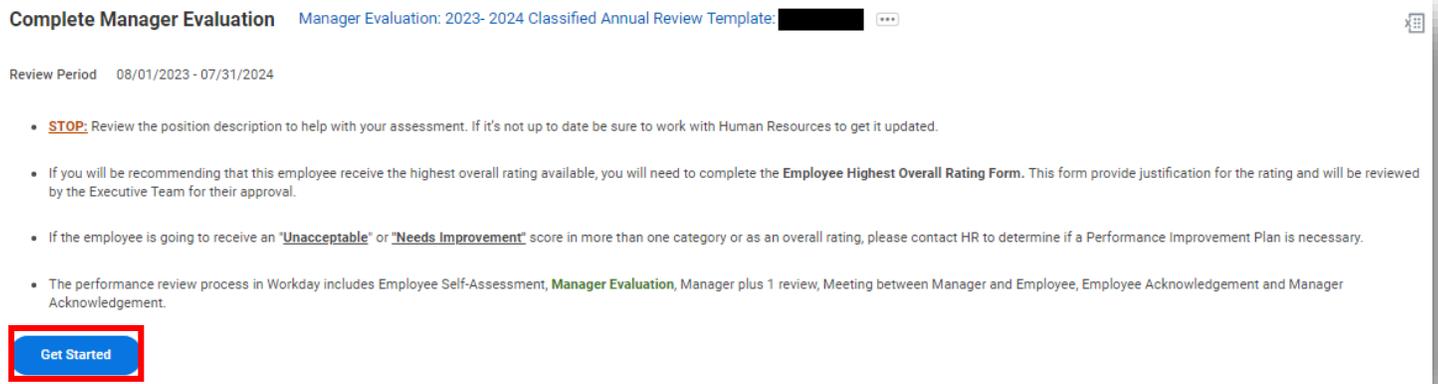
The Mines Performance Management process takes place in the Workday system. The first step of the process is an employee self-assessment. The self-evaluation step is optional for classified staff. Once the employee completes their self-assessment or the process is advanced, the supervisor will receive a task in Workday to start the Manager evaluation.

### Review Process

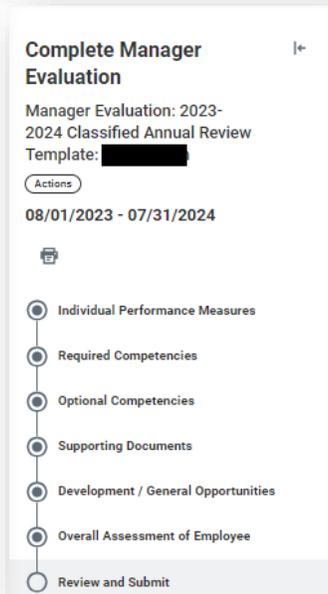
- 1) Go to my.workday.com to log in. Click on the **Manager Evaluation** task on your home screen.



- 2) Once in the task, read the details before clicking **Get Started** to proceed.



- 3) The sections are listed to the left of the page as you proceed through the steps.
  - a. Review the help text and description in the **Individual Performance Measures** section. Review the goals the employee added. If there are none, click **Add** to enter them as they are required. Click on the link to the **SMART Goals Worksheet** for guidance to ensure SMART goals. **Note:** Supervisors can edit the Mines strategy selected in the **Supports** field.
  - b. The **Employee Evaluation** is on the right side for your reference.
  - c. Click on **Rating** drop down to select the relevant rating: **Exceptional, Highly Effective, Effective, Needs Improvement** or **Unacceptable**. Then enter specific details in the **Comments** field.





### Individual Performance Measures

Individual Performance Measures are goals set by managers, in partnership with employees, to achieve throughout the academic year. Goals should be SMART (specific, measurable, attainable, relevant, time-bound). For assistance in drafting Individual Performance Measure, please refer to this link to review the job aid:

<https://www.mines.edu/human-resources/wp-content/uploads/sites/88/2024/04/SMART-Goals-Worksheet-1.pdf>

Please limit the number of Individual Performance Objectives to no more than four.



Goal \*

Description

Due Date

Category

Supports \*

Status

**Manager**

Rating \*

Comment \*

**Employee**

Rating

Comment

**Manager**

Rating \*

Comment \*

d. Click **Next** to proceed to the next section. **Note:** Click **Save for Later** at any time if you need to stop and continue later.

4) Review the help text and description in the **Required Competencies** section. The **Employee Evaluation** is on the right side for your reference. Select the **Rating** for each required competency and add any specific details in the comments. **Note:** Click on the link to refer to the **State Required Core Competency** document to help you with rating selection.

a. Click **Next** to proceed to the next section.



### Required Competencies

A core or required competency is a certain activity or characteristic contained in an employee's performance plan. Statewide Core Competencies are included in performance plans and are rated based on the employee's overall success incorporating these competencies into the performance of their position.

6 items

| Competency                 | Description   | Manager Evaluation  | Employee Evaluation  |
|----------------------------|---|---|--|
| Job Knowledge              | The degree to which the employee is skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. The employee meets work standards, schedules, and deadlines; demonstrates efficiency in completing duties; sets priorities, is motivated, makes sound, well-informed, objective decisions; resolves problems; makes continuous improvements and takes on additional duties as needed.<br><br>Link to Standard Definitions for Required for Core Competencies document:<br><br><a href="https://www.mines.edu/human-resources/wp-content/uploads/sites/88/2022/06/Standard-Definitions-Required-Core-Competencies-2022.04.01.pdf">https://www.mines.edu/human-resources/wp-content/uploads/sites/88/2022/06/Standard-Definitions-Required-Core-Competencies-2022.04.01.pdf</a> | Rating *<br><input type="text"/><br>Comment *<br><input type="text"/> | Rating<br>Effective<br>Comment<br>I did so well - here are the details.                                      |
| Accountability / Ownership | The degree to which the employee's work behaviors demonstrate responsible personal and professional conduct, which contributes to the overall goals and objectives of CSM. The employee knows and adheres to attendance, leave and other relevant policies, procedures, rules and regulations; displays a positive attitude, conveys a positive image of CSM, and encourages others to do well, takes the initiative to improve professional growth; is motivated, flexible, and committed to performing high quality work; demonstrates high standards of ethical conduct, Meets changing conditions and situations in work responsibilities.<br><br>Link to Standard Definitions for Required for   | Rating *<br><input type="text"/><br>Comment *<br><input type="text"/> | Rating<br>Highly Effective<br>Comment<br>Here are some examples of how I did well in this area with my work. |

Back Next Save for Later Close

5) Review the help text and description in the **Optional Competencies** section. Select the **Rating** for Supervision for your employee, if applicable, and add any specific details in the comments.

### Optional Competencies

In addition to the required core competencies for all classified employees, all supervisors must be rated on the Supervision competency.

1 item

| Competency  | Description  | Manager Evaluation  | Employee Evaluation |
|-------------|--|---|---------------------|
| Supervision | The degree to which the supervisor assigns work, develops deadlines, and provides ongoing feedback; demonstrates leadership by promoting teamwork, diversity, and cooperation; provides opportunities and gives recognition; clarifies and communicates performance expectations; provides ongoing behavioral feedback and annual performance appraisals; exercises discipline and resolves conflict fairly and constructively; trains, coaches, and develops subordinates; delegates responsibility as appropriate; etc<br><br>Link to Standard Definitions for Required for Core Competencies document:<br><br><a href="https://www.mines.edu/human-resources/wp-content/uploads/sites/88/2022/06/Standard-Definitions-Required-Core-Competencies-2022.04.01.pdf">https://www.mines.edu/human-resources/wp-content/uploads/sites/88/2022/06/Standard-Definitions-Required-Core-Competencies-2022.04.01.pdf</a> | Rating<br><input type="text"/><br>Comment<br><input type="text"/> | Rating<br>Comment   |

a. Click **Next** to proceed to the next section.



- 6) In the **Supporting Documents** section, you can attach documents or emails you would like to be part of the employee's performance review.
  - a. Click **Next** to proceed to the next section.

**Supporting Documents**

This section is optional but can be used to upload documents that support the performance review.

---

Manager

Drop files here

or

Select files

- 7) Read the help text in the **Development/General Opportunities** section and review the employee's areas of desired growth or development.

**Development / General Opportunities**

While looking back on the past year of performance, this section can be used to identify areas of desired growth or development. Items captured here can further be developed into Individual Performance Measures for the next year's performance cycle.

---

Development Item \* I want to be more confident in presenting t

Additional Information Format B I U A ☰ 🔗 🗑️

Status \* In Progress ☰

Status Note

Start Date 02/01/2024 📅

Completion Date MM/DD/YYYY 📅

> **History**

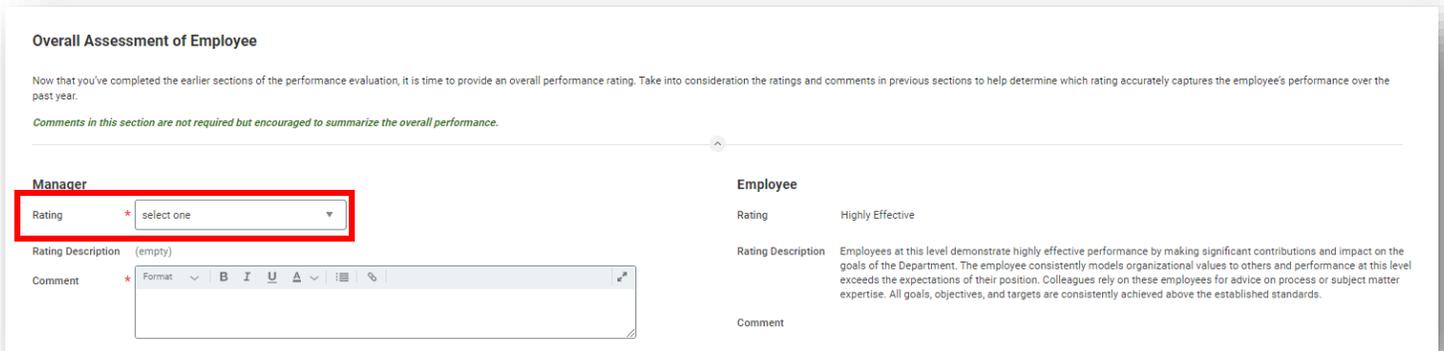
Remove

---

Add

- a. Click **Next** to proceed to the next section.

8) In the **Overall Assessment of Employee** section, select the overall **Rating**. The **Employee Evaluation** is on the right side for your reference. Add additional details as needed in the **Comment** box.



**Overall Assessment of Employee**

Now that you've completed the earlier sections of the performance evaluation, it is time to provide an overall performance rating. Take into consideration the ratings and comments in previous sections to help determine which rating accurately captures the employee's performance over the past year.

*Comments in this section are not required but encouraged to summarize the overall performance.*

---

**Manager**

Rating \* select one

Rating Description (empty)

Comment \*

**Employee**

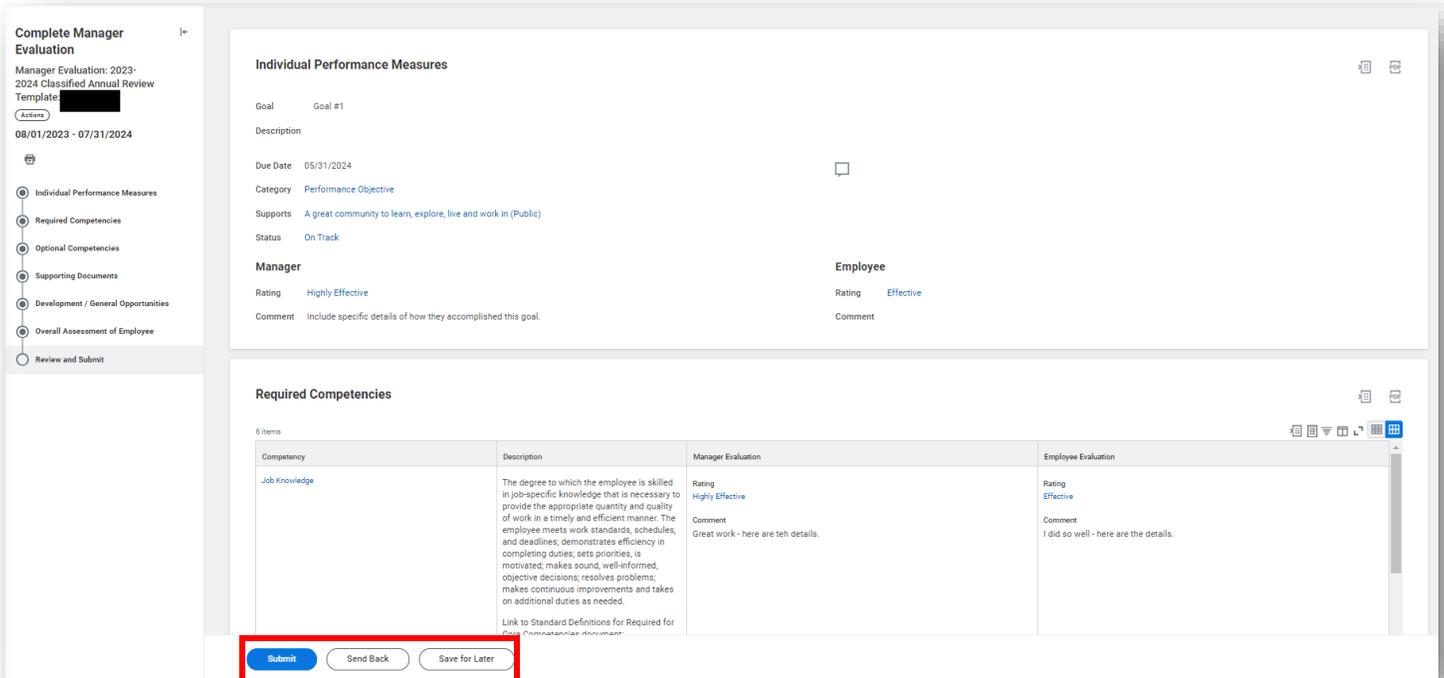
Rating Highly Effective

Rating Description Employees at this level demonstrate highly effective performance by making significant contributions and impact on the goals of the Department. The employee consistently models organizational values to others and performance at this level exceeds the expectations of their position. Colleagues rely on these employees for advice on process or subject matter expertise. All goals, objectives, and targets are consistently achieved above the established standards.

Comment

a. Click **Next** to proceed to the next section.

9) Scroll down to review the details entered. Then do one of the following:



**Complete Manager Evaluation**

Manager Evaluation: 2023-2024 Classified Annual Review Template

09/01/2023 - 07/31/2024

- Individual Performance Measures
- Required Competencies
- Optional Competencies
- Supporting Documents
- Development / General Opportunities
- Overall Assessment of Employee
- Review and Submit

**Individual Performance Measures**

Goal Goal #1

Description

Due Date 05/31/2024

Category Performance Objective

Supports A great community to learn, explore, live and work in (Public)

Status On Track

**Manager**

Rating Highly Effective

Comment Include specific details of how they accomplished this goal.

**Employee**

Rating Effective

Comment

**Required Competencies**

6 Items

| Competency    | Description   | Manager Evaluation  | Employee Evaluation   |
|---------------|---|---|---|
| Job Knowledge | The degree to which the employee is skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. The employee meets work standards, schedules, and deadlines; demonstrates efficiency in completing duties; sets priorities; is motivated; makes sound, well-informed, objective decisions; resolves problems; makes continuous improvements and takes on additional duties as needed. | Rating Highly Effective<br>Comment Great work - here are teh details. | Rating Effective<br>Comment I did so well - here are the details. |

Link to Standard Definitions for Required for [Competency]

Submit Send Back Save for Later

- Submit** to send the review to Manager +1.
- Save for Later** if you need to stop and continue later.
- Send Back** if you would like the employee to add what they missed. See additional steps for this process below.

**Success! Event submitted**

Up Next: [Redacted] | Approval by Manager's Manager

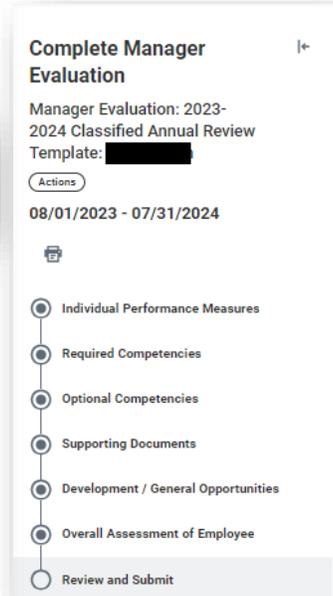
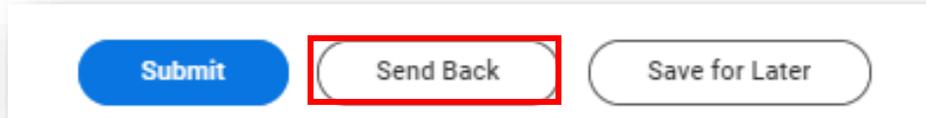
[View Details](#)



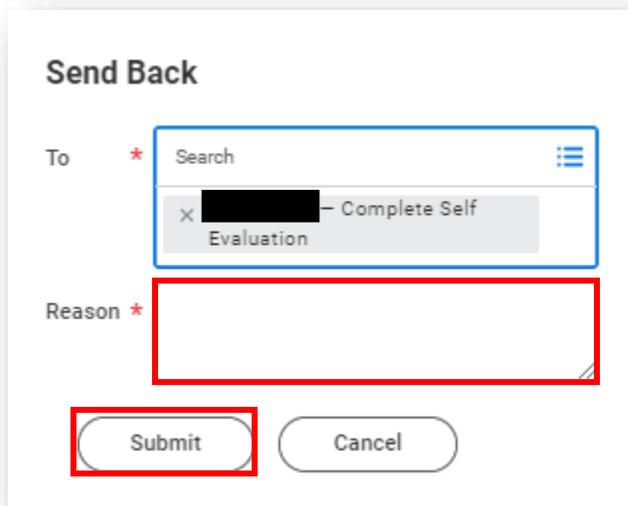
### Send Back Process

After reading the employee self-assessment, if details or achievements are missing, the supervisor can send back the assessment to the employee.

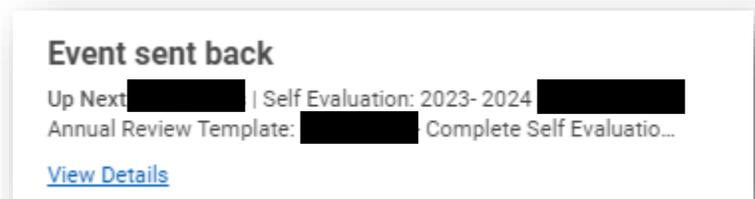
- 1) On the **Review and Submit** step, click **Send Back**.



- 2) In the pop-up box, the employee will be auto selected in the To field.
  - a. Enter the details in the **Reason** field.
  - b. Click **Submit**. Note: Let the employee know outside the system what you need them to add.



- 3) The assessment will be sent back to the employee. **Note:** They will not see any ratings or comments you selected.



- 4) Once the employee completes adding the missing details and submits, there will be a task on your Workday Home screen.