# Workday Performance Management Classified Staff – Manager Plus One Process

The Mines Performance Management process takes place in the Workday system. The first step of the process is an employee self-assessment, followed by the manager evaluation. Once the manager completes the employee evaluation, the manager +1 will receive a task in Workday to start their review.

Review Process

1) Go to my.workday.com to log in. Click on the **Manager Evaluation** task on your home screen.
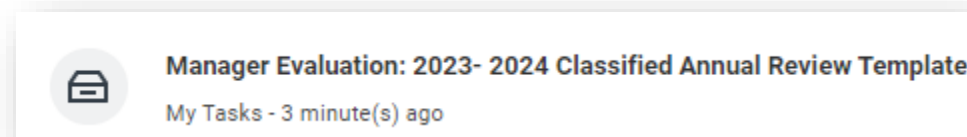
2) Once in the task, click **Get Started** to proceed.
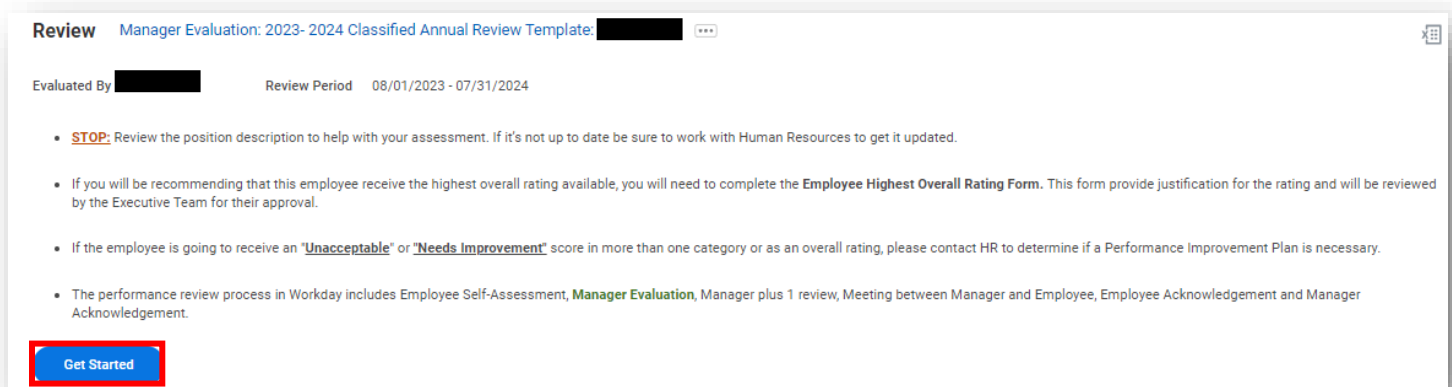
3) Manager +1 will be taken to the Summary page to read through the entire review. The **Manager Evaluation** is in the middle column and the **Employee Evaluation** is on the right side, for your reference.

    a. Scroll down to read the review details, then click

        i. **Approve** if you agree with the review. **Note**: The Manager task to **Meet with Employee** with be initiated.

        ii. **Send Back** if you would like the manager or the employee to add additional details. See additional steps for this process below.

Send Back Process

After reading the employee self-assessment, if details or achievements are missing, the supervisor and Manager +1 can send back the review to the employee.

1) On the **Summary** section, click **Send Back**.

2) In the pop-up box, click the **To** drop down to select either the employee or the manager to send the review back to.

a. Enter the details for sending the review back in the **Reason** field.

b. Click **Submit**. Note: Let the employee/manager know outside the system what you need them to add.

Success! Event approved

Up Next: ████████████ | To Do: Meet with Employee
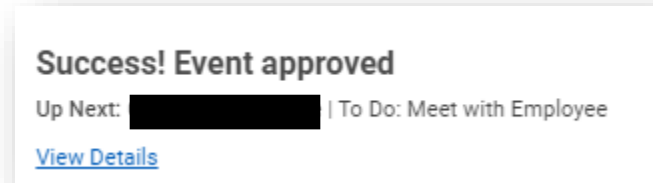
View Details

The review will be sent back to the manager. **Note**: If the review is sent back to the employee, once the employee adds the details, the review will go to the manager to review and submit. Then it will be back with Manager +1.