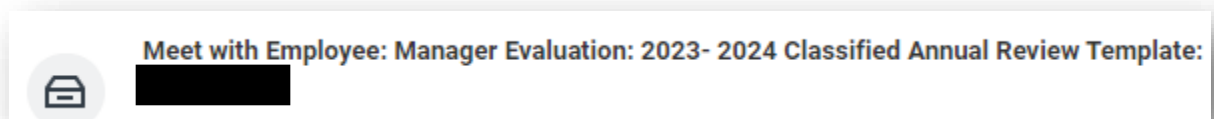


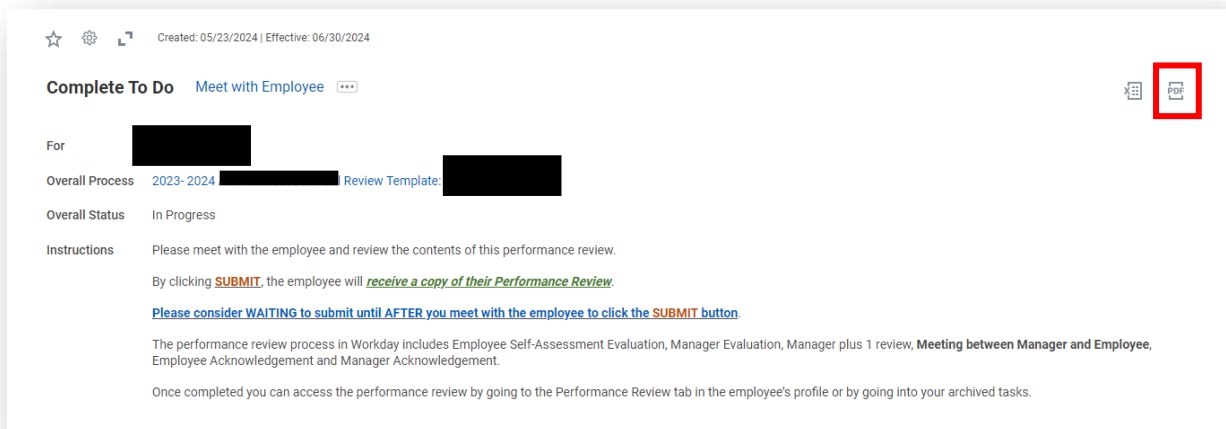
Workday Performance Management Classified Staff – Meeting and Acknowledgement

The Mines Performance Management process takes place in the Workday system. Once the review is approved by Manager +1, the manager will have a Workday task to schedule time to meet with employee to have the review conversation and discuss the content of the performance evaluation. If the manager clicks **Submit** on the task, the review will be available to the employee to view. Please meet with the employee before clicking **Submit** on the review. Follow the steps [here](#) to download/print the review for the conversation.

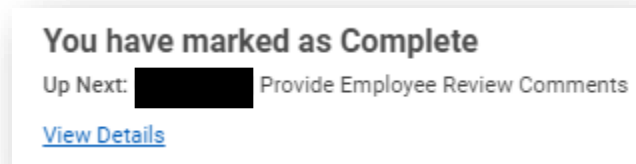
- 1) Go to my.workday.com to log in. Click on the **Meet with Employee** task on your home screen.



- 2) Once in the task, read the details. Schedule time with the employee outside Workday and do not submit as this will make the review viewable by the employee.



- a. During your meeting with the employee, you can open the review on your end to walk through it together or print the pdf to share with them.
- b. After the review conversation, the manager will log into Workday to **Submit** the review.

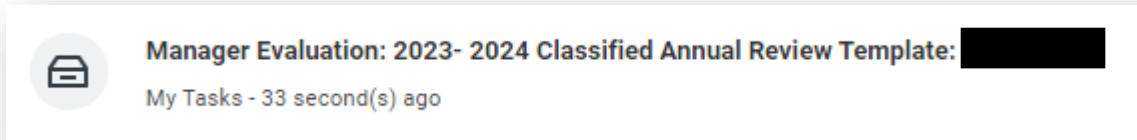




Employee Acknowledgement

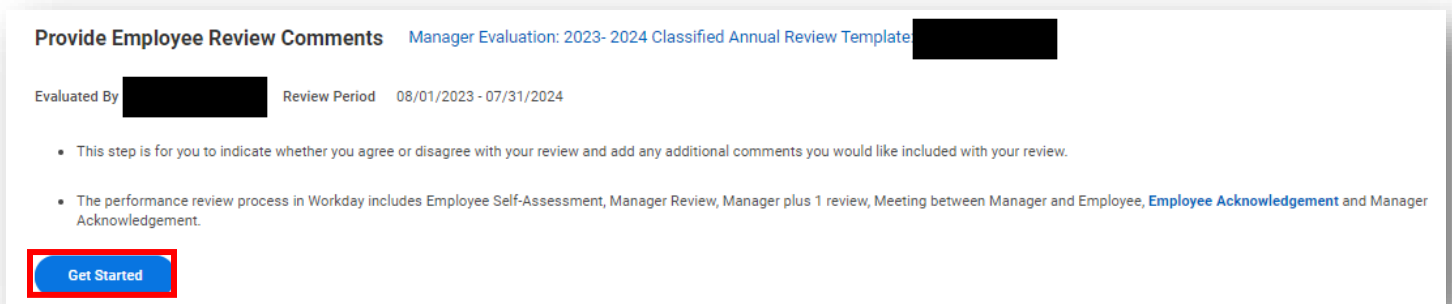
The employee will have a task to review the manager evaluation.

- 1) Click on the task.



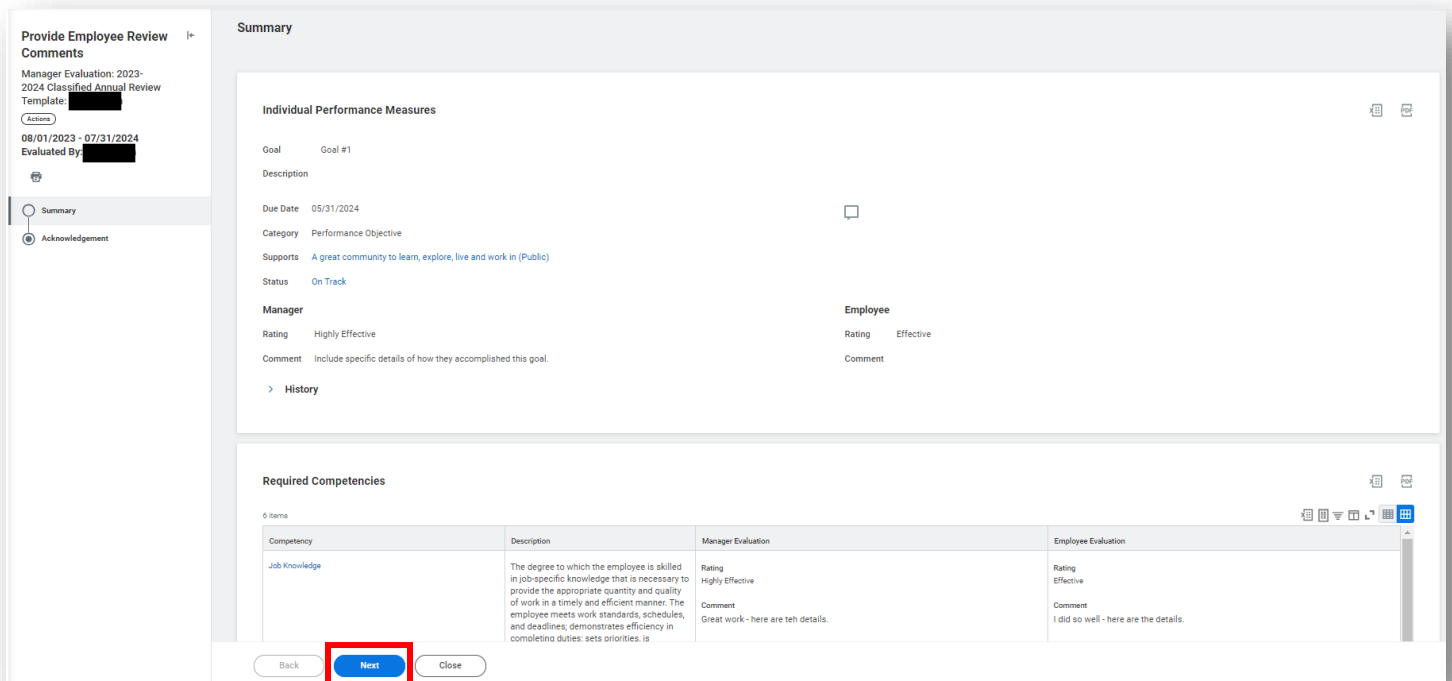
A task notification card with a document icon on the left. The text reads: "Manager Evaluation: 2023- 2024 Classified Annual Review Template: [REDACTED]" and "My Tasks - 33 second(s) ago".

- 2) Read the help text then click **Get Started**.



The "Provide Employee Review Comments" screen for the "Manager Evaluation: 2023- 2024 Classified Annual Review Template [REDACTED]". It shows "Evaluated By [REDACTED]" and "Review Period 08/01/2023 - 07/31/2024". Two bullet points provide instructions: "This step is for you to indicate whether you agree or disagree with your review and add any additional comments you would like included with your review." and "The performance review process in Workday includes Employee Self-Assessment, Manager Review, Manager plus 1 review, Meeting between Manager and Employee, **Employee Acknowledgement** and Manager Acknowledgement." A blue "Get Started" button is highlighted with a red box.

- 3) On the **Summary** screen scroll down to read the details of the review. Then click **Next**.



The "Summary" screen for the review. The left sidebar shows "Provide Employee Review Comments" with "Manager Evaluation: 2023- 2024 Classified Annual Review Template [REDACTED]", "08/01/2023 - 07/31/2024", and "Evaluated By [REDACTED]". The main content area is titled "Summary" and contains two sections: "Individual Performance Measures" and "Required Competencies".

Individual Performance Measures

Goal: Goal #1
Description: [REDACTED]
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: [REDACTED]

> History

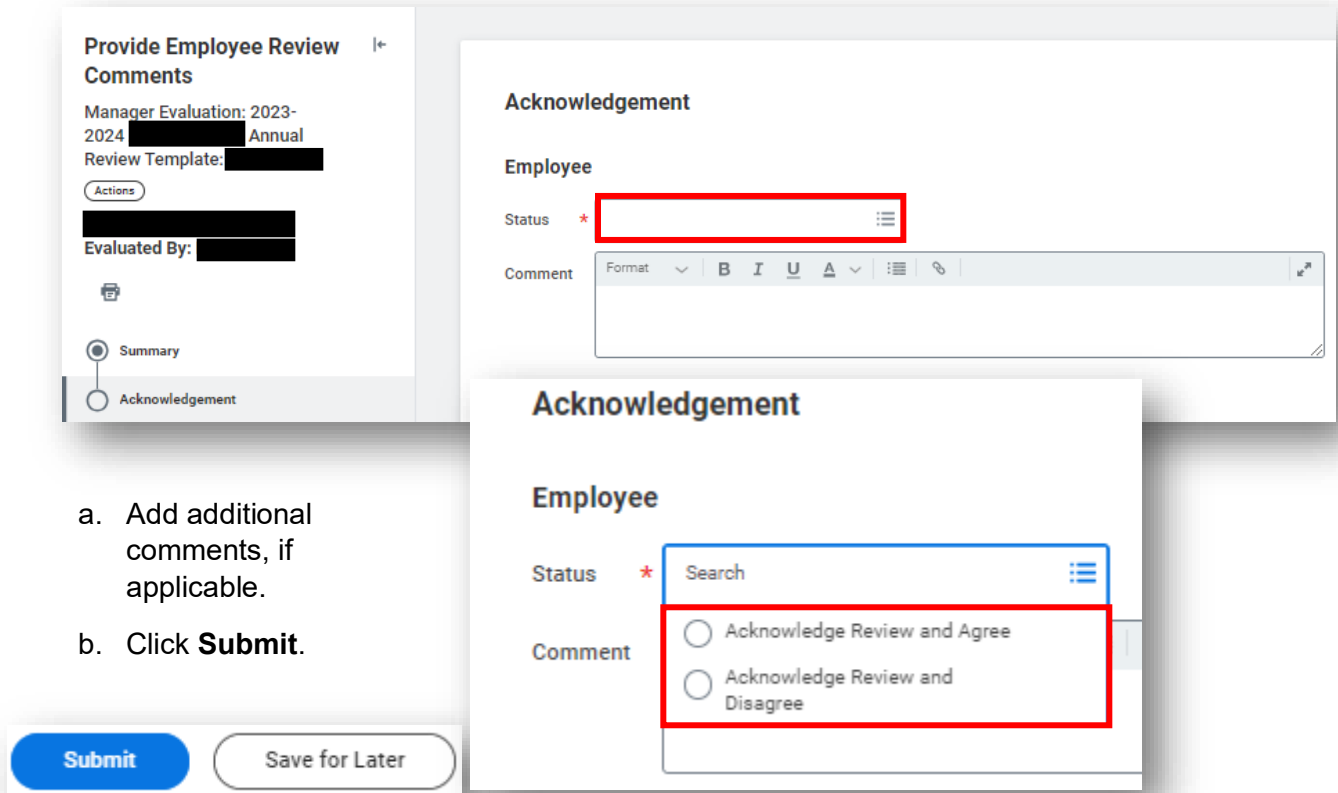
Required Competencies

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	Rating: Highly Effective Comment: Great work - here are teh details.	Rating: Effective Comment: I did so well - here are the details.

At the bottom, there are "Back", "Next" (highlighted with a red box), and "Close" buttons.

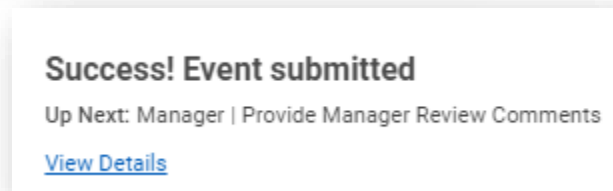
4) On the **Acknowledgments** screen, click the **Status** drop-down menu to select from the options below.



The screenshot shows the 'Provide Employee Review' interface. On the left, there are sections for 'Comments' and 'Acknowledgement'. The main area is titled 'Acknowledgement' and includes an 'Employee' section with a 'Status' dropdown menu (highlighted in red) and a 'Comment' text area with a rich text editor. A second screenshot shows the dropdown menu expanded, with two options: 'Acknowledge Review and Agree' and 'Acknowledge Review and Disagree' (both highlighted in red). At the bottom, there are 'Submit' and 'Save for Later' buttons.

- a. Add additional comments, if applicable.
- b. Click **Submit**.

5) Now the review is sent to the manager for their acknowledgement.

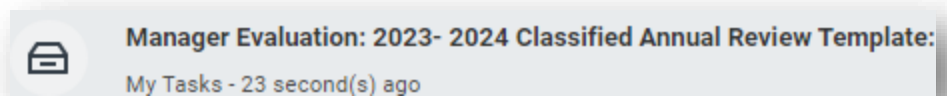


Success! Event submitted
Up Next: Manager | Provide Manager Review Comments
[View Details](#)

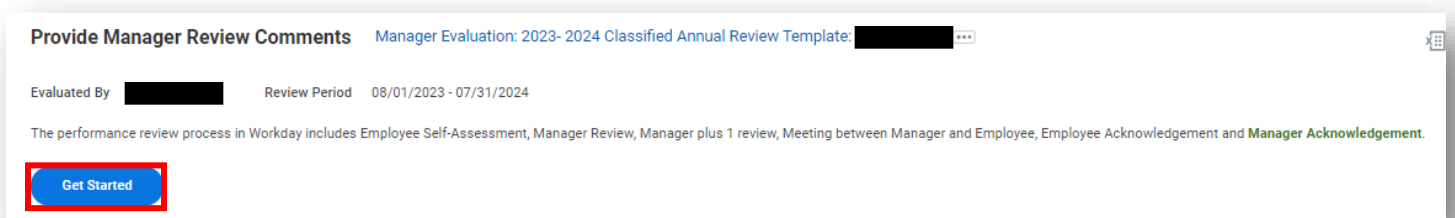
Manager Acknowledgement

The manager will have a task to review the manager evaluation.

- 1) Click on the task.
- 2) Read the help text then click **Get Started**.

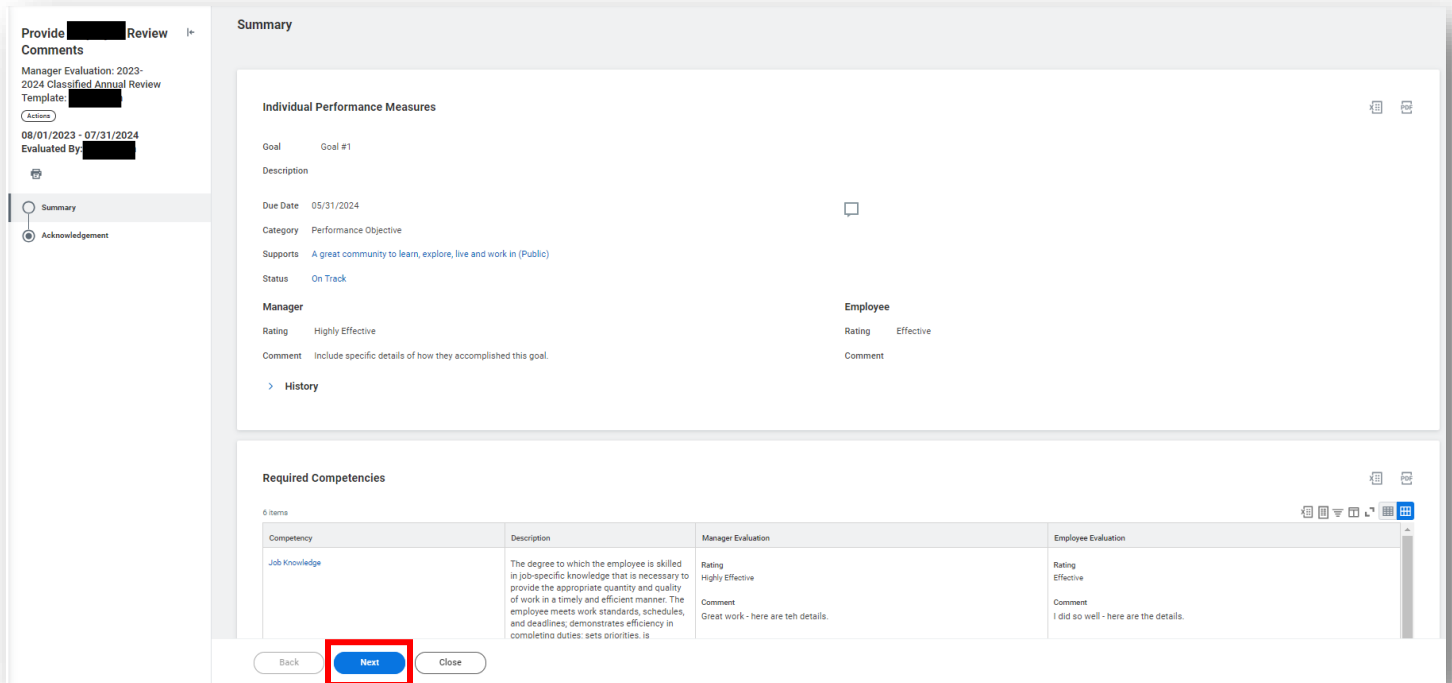


Manager Evaluation: 2023- 2024 Classified Annual Review Template:
My Tasks - 23 second(s) ago



The screenshot shows the 'Provide Manager Review Comments' screen. It includes the title 'Manager Evaluation: 2023- 2024 Classified Annual Review Template:', 'Evaluated By', and 'Review Period 08/01/2023 - 07/31/2024'. A paragraph of text describes the performance review process. A blue 'Get Started' button is highlighted with a red box.

3) On the **Summary** screen scroll down to read the details of the review. Then click **Next**.



Provide [REDACTED] Review | -

Comments

Manager Evaluation: 2023-2024 Classified Annual Review

Template: [REDACTED]

Actions

08/01/2023 - 07/31/2024

Evaluated By: [REDACTED]

Summary

Acknowledgement

Summary

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.

> History

Employee

Rating: Effective

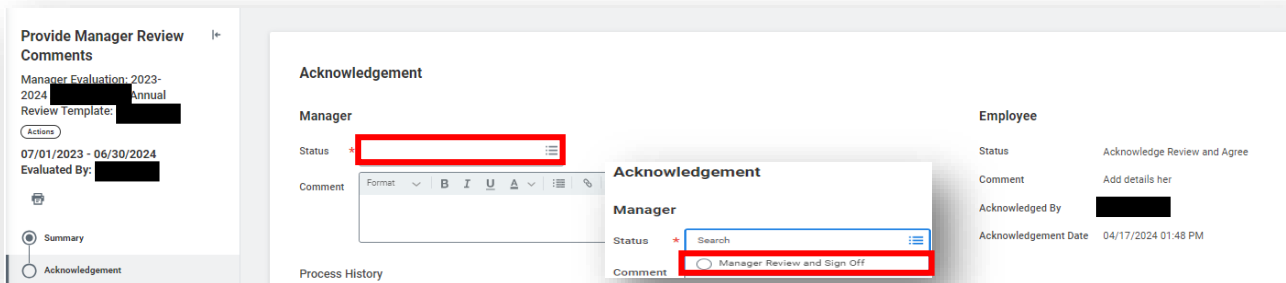
Comment:

Required Competencies

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	Rating: Highly Effective Comment: Great work - here are teh details.	Rating: Effective Comment: I did so well - here are the details.

Back **Next** Close

- 4) On the **Acknowledgments** screen, click the **Status** drop-down menu to select the option available.
- Add additional comments, if applicable.
 - Click **Submit**.



Provide Manager Review | -

Comments

Manager Evaluation: 2023-2024 [REDACTED] Annual Review Template: [REDACTED]

Actions

07/01/2023 - 06/30/2024

Evaluated By: [REDACTED]

Summary

Acknowledgement

Acknowledgement

Manager

Status: * [REDACTED]

Comment: [REDACTED]

Process History

Acknowledgement

Manager

Status: Search

Comment: [REDACTED] Manager Review and Sign Off

Employee

Status: Acknowledge Review and Agree

Comment: Add details her

Acknowledged By: [REDACTED]

Acknowledgement Date: 04/17/2024 01:48 PM

5) Now the review is complete and available for view in the employee profile. See below steps to access the file.

Success! Event submitted

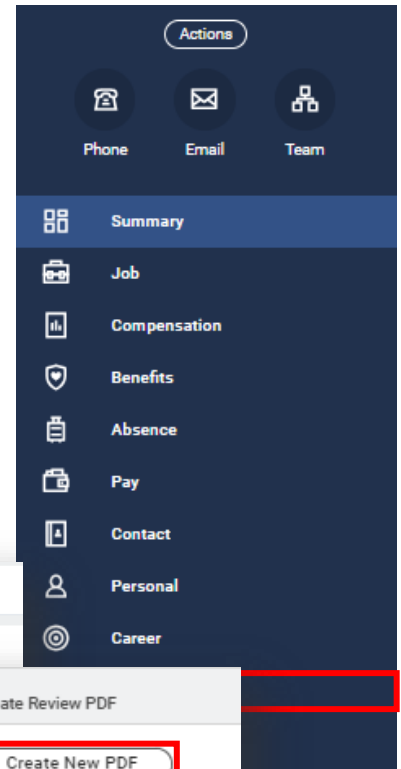
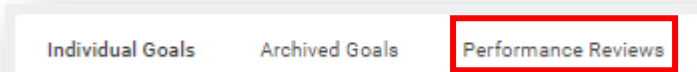
[View Details](#)

Where to Find the Employee Performance Review

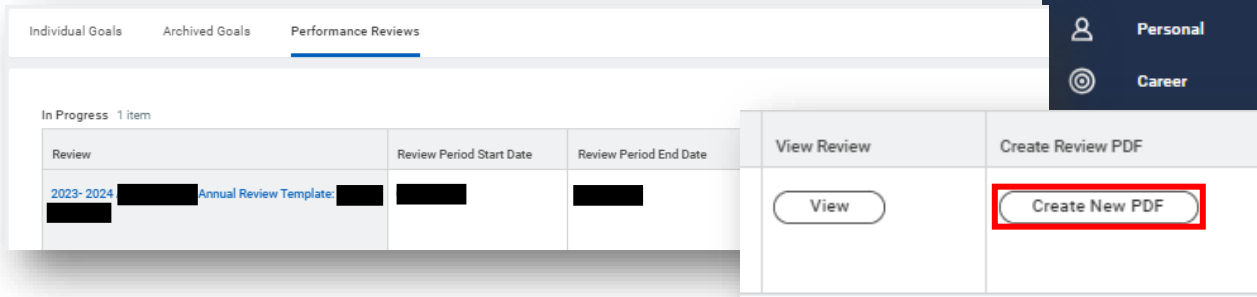
1) In Workday, as a manager, search the employee's name and select their name. OR

Looking for your own review, log into Workday then click on your profile picture on the right of the screen then select **View Profile**.

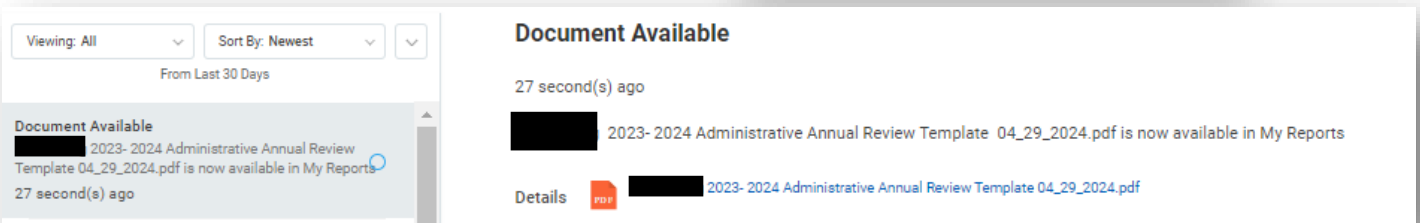
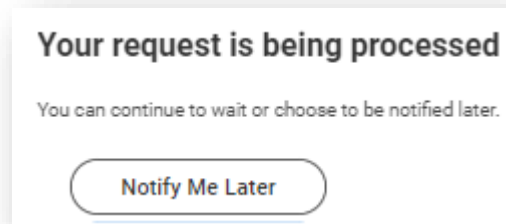
- 1) In the left menu, scroll down to select **Performance**.
- 2) On the right side of the screen, select **Performance Reviews**.



6) Click on the **Create New PDF** link to view the review.



- a. Click on **Notify Me Later**.
- b. Click on the bell icon on the top right in Workday. Then click on the pdf link.



c. Click the download arrow or click the print icon.

