

Workday: Mid-Year Check-in Classified Staff

The Mid-Year Check-In provides a formal opportunity for supervisors and employees to discuss the employee's overall performance to-date. These conversations are key to clarifying expectations and managing ongoing performance. At a minimum, one documented progress review should be conducted between the employee and supervisor mid-cycle. The process is initiated by the supervisor who receives a task in Workday.

Manager Steps

- 1. Log into Workday and click on the Manager Evaluation Classified Mid-Year Check in task.
- 2. Read the help text then click **Get Started**.



- 3. For the Mid-Year Check-in, most sections are not required.
 - a. Click on the Individual Performance Measures section for goals.
 i. Click Add.

Complete Manager + Evaluation Manager Evaluation: 2024-2025 Classified Mid-year Check In: @emm 08/01/2024 - 02/28/2025	Individual Performance Measures Performance objectives are goals, set by managers with employees, to achieve throughout the academic year. Goals should be SMART (specific, measurable, attainable, relevant, time-bound).	
Individual Performance Measures Required Competencies Optional Competencies Supporting Documents Development / General	Manager Summary Comment	
Opportunities Overall Accessment of Employee Review and Submit		
	Back Nort Close	

- Click on the Add Existing drop down and select the relevant goals for the current year.
- iii. Click Next.





- b. Click on **Overall Assessment of Employee** section on the left menu.
- 4. On the **Overall Assessment of Employee** screen, add **Comments** you want to share with the employee. Click **Next**.

	Complete Manager Manager Graiustife: 2024/2023 (Caseled Mateyaar Check In Susan Trimmer Complete Mateyaar Official Completencies Optional Completencies Depending Documents Development / General Development / General	Overall Assessment of Employee This section is to provide overall comments for the employee on how they are progressing. Manage Comment + Remark B Z U A C C C C C C C C C C C C C C C C C C	
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5. On the **Review and Submit** screen, <u>do not</u> click submit until you meet with the employee. If you click submit you will not be able to make any edits to your comments.

Complete Manager Evaluation: 2024-2025 Classified Mid-year Check In: 08/01/2024 - 02/28/2025	Individual Performance Measur Manager Summary Comment	es		9 8
Individual Performance Measures Required Competencies Optional Competencies	Required Competencies			
Supporting Documents Development / General Opportunitie Overall Assessment of Employse Review and Submit	Competency Job Kooskelge	Develoption The degree to which the employee is skilled in job specific involvidge that is necessary to period the appropriate quartity and quality of employee mech servi structured, scholdlare, and desilines, demonstrates efficiency in completing dutes, scholdlare, and opcoder dutes and desilines, demonstrates efficiency in completing dutes, scholdlare, and desilines, demonstrates, demonstra	Manger Fostation Commet	

a. Once you meet with your employee, you can come back to the Workday task, click on **Review** and **Submit** then click on **Submit**.



Employee Steps

- 1. Log into Workday and click on the **Provide Employee Review Comments** task. Click on **Get Started**.
- 2. Select the **Acknowledgment** section on the left menu.
- 3. Click on the **Status** drop down menu and select **Acknowledge Review and Agree**. Add comments if you prefer.

07/01/2024 • 01/31/2025 Status * Search Image: Comment in the search image: Comment in the search image: Comment	Provide Employee Review I+ Comments Manager Evaluation: 2024-2025 Mid-year Check In: (Azeiona)	Acknowledgement Employee	1
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Provide Employee Review Comments	 ←	l
Manager Evaluation: 2024-2025 Classified Mid-year Check In: Actions 08/01/2024 - 02/28/2025 Evaluated By:		
Summary		
Acknowledgement		

Manager Steps

- 1. Log into Workday and click on the Manager Evaluation task.
- 2. Click on Get Started.
- 3. Select the **Acknowledgment** section on the left menu.
- 4. Click on the **Status** drop down menu and select **Manager Review and Sign Off**. Add comments if you prefer.
- 5. Click **Submit**. This completes the process.