

Overview

After you meet with your Dean, your Dean will initiate your Performance Review for you to start your review. You will receive a Workday Inbox task to complete. Use this job aid as a resource to complete the full-time faculty steps of the Performance Review process. Once you have completed your part of the Performance Review form and submit it; it routes to your Dean for completion.

Performance Review Evaluation

1. From the **Home** screen, click the **Inbox** icon in the upper right hand corner.



2. Select the **Self-Evaluation** task from your Inbox.
3. Read the **Instructions** at the top of the page.
4. Select one of the following options:
 - **Go to Guided Editor:** This is the preferred method to ensure each section is completed. Select this option to see each section of the evaluation one at a time. If you select this option, you will need to click **Next** to navigate through each section.
 - **Go to Summary Editor:** Use this section to review or edit what you entered using the Guided Editor. Select this option to see each section of the evaluation all on one page at the same time. If you select this option, you will need to scroll down to navigate through each section.
5. Complete each section of the evaluation. Each section of the evaluation corresponds to the section titles below. Please review the instructions for each section as needed.

Self-Evaluation

The self-evaluation process is designed to provide an opportunity for self-reflection. Type an answer to each question in concise and specific paragraphs, indicate your own evaluation of your performance since your last review.

If you do not have an alternate assignment, please enter "N/A" in that comment box.

Goals

In this section, you reflect on the outcome of your goals for this review period.

1. Enter Goal(s) if not already entered.
2. Review each Goal and enter a **Comment** that describes your progress towards the Goal.

Feedback

In this section, any feedback you have received displays. If you have not received any feedback, then this section will be blank. If applicable, carefully review all feedback by clicking the blue hyperlink number.

Complete Full-Time Faculty Self-Evaluation for Performance Evaluation

Workday Job Aid for Full-Time Faculty

All Feedback

Anytime Feedback 1

Requested Feedback 5

Anytime feedback is unsolicited feedback provided to you from any College employee.

Requested feedback is a request made by the employee or the Dean.

(Optional) You can save received feedback as a PDF or Excel document to your electronic device. Feedback given outside the performance review period can be uploaded into the Supporting Document section.

Supporting Documents

In this section, you will need to attach supporting documentation (i.e. classroom observation, student session observation form, peer review form, department chair review form).

1. Click **Add**.
2. Click **Attach**.
3. Select the applicable file from your computer.
4. (Optional) Enter a **Comment** to describe the attachment.
5. Click the **Checkmark** icon to save the attachment.

Note: Repeat these steps for each item you wish to attach.

Overall (Optional)

In this section, you have the opportunity to enter an overall Employee Evaluation **Comment**. Enter any additional details that support your overall Evaluation.

Summary

In this section, you review all information and then submit the form.

1. Scroll through each section and review the details.
Note: To review an individual section, click **Guide Me**.
2. If you have additional documents to attach in this section, Click **Add**.
3. Select the applicable file from your computer.
4. (Optional) Enter a **Comment** to describe the attachment.
5. Click the **Checkmark** icon to save the attachment.
Note: Repeat these steps for each item you wish to attach.
6. Click **Attach**.
7. Click **Submit**.

Note: The form routes to your Dean to complete the Evaluation. Once your Dean completes your evaluation, they will schedule a meeting with you. After your meeting, your Dean will submit and release the completed evaluation to you. You will receive a Workday Inbox task to acknowledge the review.

Provide Employee Review (Acknowledge Review)

In this task, you acknowledge the review. Optionally, you can provide comments. Any comments are visible to the Dean and HR.

1. From the Home screen, click the Inbox icon.



2. Select the **Provide Employee Review** task.
3. Under the **Acknowledgement*** section, select a **Status**:
 - Acknowledge Review Without Comments
 - Acknowledge Review With Comments

Note: If you select this option, enter a comment.

4. Click **Submit**.

Note: The task routes to your Dean and they finalize the review process.

*Signifies only that the faculty member has read the report and does not necessarily imply concurrence with judgments made.