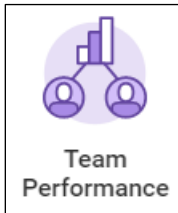


**Overview**

Use this reference guide as a high-level overview about the Talent & Performance dashboard, reports, and actions available to you as a manager.

**Manager Report Navigation and Dashboard**

From the Workday Homepage, locate the Applications. Click the **Team Performance** application to view reports and actions for your team. The Team Performance Dashboard displays available reports and actions you can take. Refer to the tables below for descriptions of each item.



Team Performance Reports	Description
<b>Performance Review Status</b>	Details a list of any Performance Reviews launched, in progress, and complete in your organization
<b>Track My Team’s Goals</b>	Report listing individual goals by worker including the goal, goal category, description, status, due date, completed on date, and any associated review in your organization

For most reports in Workday, the following icons appear on the top right of the data grid which allow you to export, filter, and sort data as applicable.

Icon						
Description	Export to Excel	Filter Grid Data	Expand/ Collapse Chart	Set Grid Preferences	Full Screen Viewing Mode	Configure and View Chart Data

In addition to the Team Performance reports, an Actions menu appears on the right side of the dashboard. See below for a description of these actions.

Team Performance Actions	Description
<b>Add Goal to Employees</b>	Create a new goal or copy an existing goal to employees in your organization
<b>Goals</b>	View Team Goals by Supervisory Organization and filter by worker/goals
<b>Archive Goals</b>	Task to archive active goals by worker
<b>Employee Reviews</b>	View employee reviews by organization and/or review template
<b>My Team's Performance Reviews</b>	View completed and in progress performance reviews as well as additional manager evaluations that are in progress or complete for employees in your organization
<b>Get Feedback on Worker</b>	Choose a worker to get feedback and filter feedback given by different workers
<b>Give Feedback</b>	Choose a worker to enter feedback and/or a badge
<b>Start Performance Improvement Plan</b>	Initiates a Performance Improvement Plan for an employee
<b>Start Disciplinary Action</b>	Initiates a Disciplinary Action for an employee