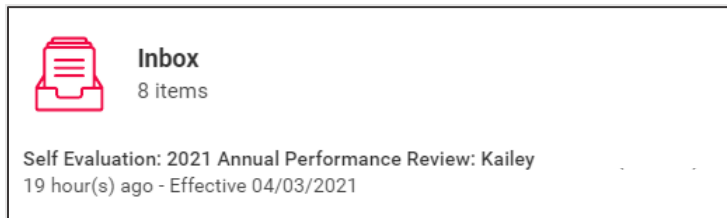


Eligible team members will receive an Annual Performance Review. This process begins with the team member completing a self-evaluation, the manager writing a performance review and providing a rating, and the team member acknowledging the review.

Team Member Self-Evaluation:

1. Team members will navigate to their Workday inbox and select the **Self Evaluation** task.



2. Open the task and click **Get Started**.



Fields marked with a red asterisk * are required.

3. Complete the following fields:

- **Goals and Accomplishments**
- **Strengths**
- **Opportunities**

4. Review the self-evaluation and click **Submit** which sends the self-evaluation to your manager for review.



Team members have the capability to complete their self-evaluation from a mobile device. Be sure to click the information icon to view help text and directions.



Team Member Review Acknowledgement

Once your manager has written your performance review and you've had a performance discussion, you will need to acknowledge your review in Workday.

1. The team member will receive a task in their inbox to acknowledge their review.



2. Open the task and click **Get Started**.
3. Review the Summary and click **Next**.
4. In the **Acknowledgement** section, select **I acknowledge receipt of this document** in the **Status** field.
5. Enter in a comment if desired.
6. Click **Submit** and **Done**.

This completes the review process.