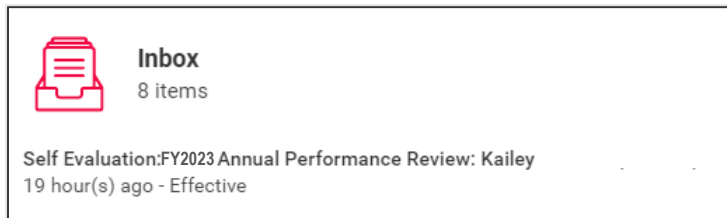


Eligible team members will receive an Annual Performance Review. This process begins with the team member completing a self-evaluation, the manager writing a performance review and providing a rating, and the team member acknowledging the review.

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 & Accomplishments**
 - Click **Next**
- **Strengths**
 - Click **Next**
- **Opportunities**
 - Click **Next**

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



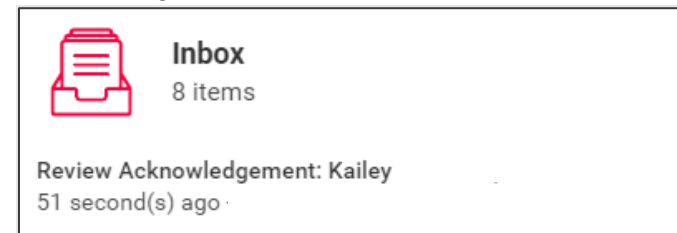
Team members have the capability to complete their self-evaluation from a mobile device. Be sure to click the information icon to view help text and directions.



Team Member Review Acknowledgement

Once your manager has written your performance review and you have 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.