Timeline

- Goals Finalized in Workday by March 31
- Performance Reviews Launch in Workday April 1
- Employee Completes Self-Evaluation by April 12
- Manager Adds Additional Manager by April 12 (Optional)
- Manager Drafts Review by April 26
- Manager & Employee Discuss Evaluation by May 10
- Manager Submits Review by May 17
- Employee Acknowledges Review by May 24
- Manager Acknowledges Review by May 31
Enter goals into Workday

Update Position Restrictions to reflect current responsibilities

Review Supervisory Organizations to ensure correct reporting relationships
• Dates are guides to facilitate the May 31\textsuperscript{st} completion date

• The timeline can be accelerated or delayed as needed

• More time needed in the event of low performance
Learning Support
• General Awareness Sessions
  – March 14
    • 3:30PM – 4:30PM  Classroom GSC Room 101A
  – March 18
    • 2:00PM – 3:00PM  Online WebEx
  – March 19
    • 9:00AM – 10:00AM  Online WebEx
    • 1:30PM – 2:30PM  Classroom GSC Room 101A
  – March 25
    • 11:00AM – 12:00PM  Classroom GSC Room 101A

• [https://training.tamu.edu/Courses/Detail/3025](https://training.tamu.edu/Courses/Detail/3025)
Performance Management Training

- Employee Best Practices
  - March 5  8:30AM – 12:00PM
  - April 17  1:00PM – 4:30PM
  - May 20  8:30AM – 12:00PM

- All Sessions - General Services Complex Room 101A
- [https://training.tamu.edu/Courses/Detail/1988](https://training.tamu.edu/Courses/Detail/1988)
Performance Management Training

• Workday Demo: Employees
  – April 3  3:00PM – 4:15PM
  – April 10  1:30PM – 2:45PM

• All Sessions - General Services Complex Suite 2201 Lab 2202
• https://training.tamu.edu/Courses/Detail/3033
Performance Management Training

• Workday Demo: Managers
  – April 4  3:00PM – 4:15PM
  – April 11  1:30PM – 2:45PM

• All Sessions - General Services Complex Suite 2201 Lab 2202
• https://training.tamu.edu/Courses/Detail/3034
Helpful Guides

Add and Edit Goals - Manager Guide

Add and Edit Goals - Employee Guide

Additional information at:

https://employees.tamu.edu/pd/performancemanagement/resources/
Questions?

HRevaluations@tamu.edu