

Say
Hello
to a brighter workday.



Employee Performance Review

Get Additional Manager – Skip or Add



Get Additional Manager Evaluation

Inbox

Actions Archive

Viewing: All Sort By: Newest

Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 10
1 day(s) ago - Due 03/12/2019; Effective 03/31/2019

Get Additional Manager Evaluation (Virtual) Eli Ramos - 10

1 day(s) ago - Due 03/12/2019; Effective 03/31/2019

GET ADDITIONAL MANAGER EVALUATION INSTRUCTIONS: Additional Managers have visibility into all sections of the employee performance review and are able to provide comments on each item within each section. Additional Managers are not able to provide ratings on individual items or sections.

Please note, Additional Manager comments are visible to the employee, manager, management chain and Human Resources.

To select Additional Managers, click on the Reviewers box below and enter the name(s) of the individual(s) you would like to provide feedback on this employee's performance review. You can select one or more people to serve as an Additional Manager.

If you would like to SKIP this step, click on the gear icon in the upper right hand corner of your inbox item and select Skip This Task.

Reviewers *

Submit Cancel

When Performance Management launches in Workday, Managers receive a **Get Additional Manager Evaluation** Inbox item for their employees who receive the Staff with Self Evaluation template.

Note: This step is not included for employees who receive the Attachment Only with self evaluation template.

Get Additional Manager Evaluation

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Reviewers *

Submit Cancel

An Additional Manager can comment on all sections of the evaluation:

- Goals
- Competencies
- Supervisory Competencies
- Responsibilities
- Certification Question
- Overall Rating

The Additional Manager's comments will be visible to the employee.

Get Additional Manager: Skip

Inbox

Actions Archive

Viewing: All Sort By: Newest

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Reviewers

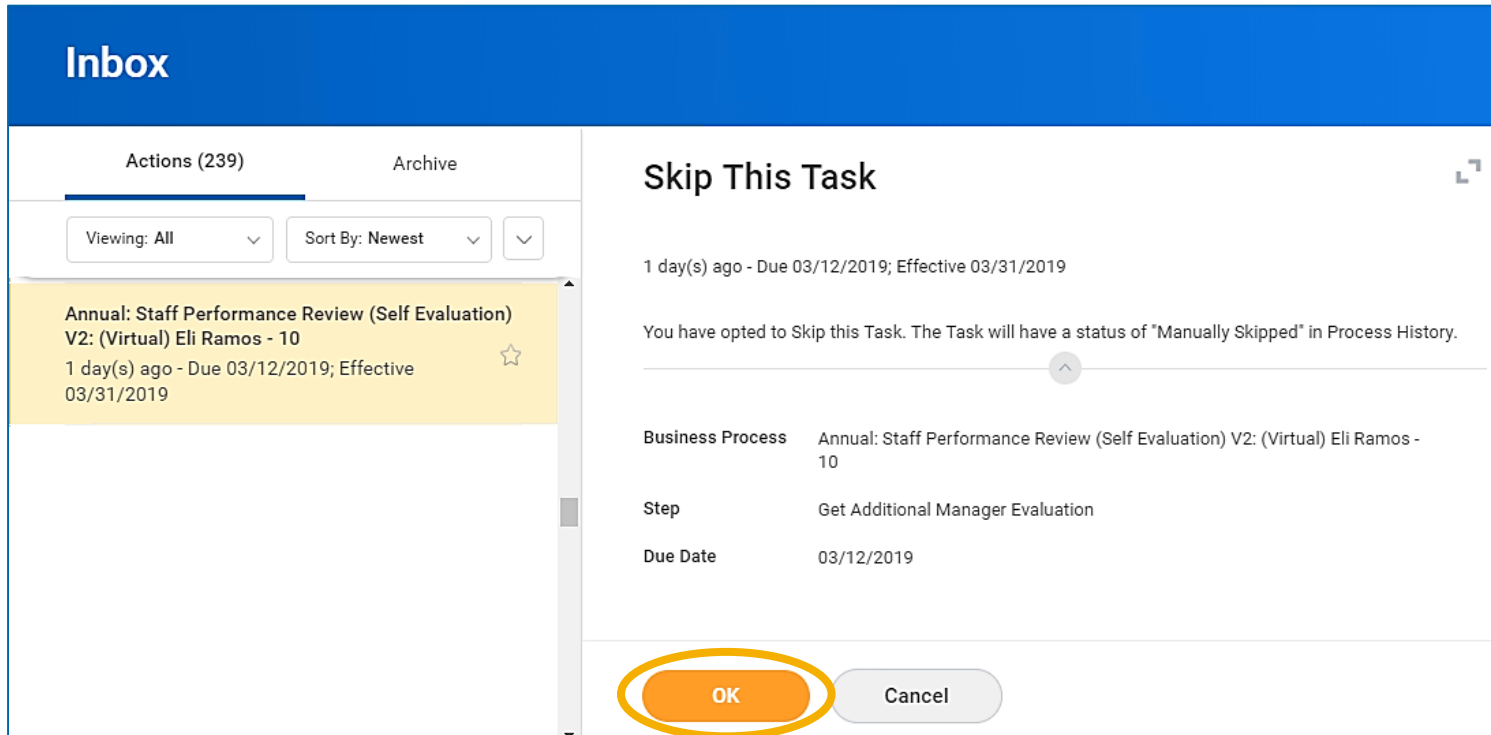
Submit Cancel

Selecting an Additional Manager is optional. If you do not wish to add an Additional Manager, you may skip the task.

If you would like to skip this task, select the **Get Additional Manager Evaluation** item in the Workday Inbox. From the item:

1. Click the gear icon
2. Select **Skip This Task**
3. Click **Submit**

Get Additional Manager: Skip



The screenshot shows a software interface with a blue header labeled "Inbox". Below the header, there are two tabs: "Actions (239)" and "Archive". Under "Actions (239)", there are filters for "Viewing: All" and "Sort By: Newest". A task is highlighted in yellow with the text: "Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 10", "1 day(s) ago - Due 03/12/2019; Effective 03/31/2019", and a star icon. To the right, a "Skip This Task" dialog box is open. It contains the text: "1 day(s) ago - Due 03/12/2019; Effective 03/31/2019" and "You have opted to Skip this Task. The Task will have a status of 'Manually Skipped' in Process History." Below this is a table with the following data:

Business Process	Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 10
Step	Get Additional Manager Evaluation
Due Date	03/12/2019

At the bottom of the dialog, there are two buttons: "OK" (highlighted with a yellow circle) and "Cancel".

You will see a confirmation window asking you to verify that you have opted to skip the task.

Click **OK** to continue

Get Additional Manager: Skip

The screenshot shows a Microsoft Teams inbox interface. On the left, there is a sidebar with 'Inbox' at the top. Below it, there are tabs for 'Actions' and 'Archive'. Under 'Actions', there are dropdown menus for 'Viewing: All' and 'Sort By: Newest'. A notification bar says 'You have new inbox items.' Below that, a card for 'Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 10' is visible, with a '1 day(s) ago - Due 03/12/2019; Effective 03/31/2019' timestamp.

The main content area shows a card titled 'Event skipped' with a 'Done' button circled in orange. Below the card, there are sections for 'Up Next' and 'Others Awaiting My Action'. The 'Up Next' section shows a card for '(Virtual) Jessika Batchelor' with the task 'Get Additional Reviewers' and a 'Due Date 03/13/2019'. Below this card are 'Open' and 'Skip' buttons.

You will receive confirmation that the process has been skipped.

Click **Done**

Get Additional Manager: Add

Get Additional Manager Evaluation (Virtual) Eli Ramos - 10 Actions

2 day(s) ago - Due 03/25/2019; Effective 03/31/2019

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If you would like to skip this task, click on the **Skip This** link in the upper right hand corner of your inbox item and select Skip This.

1 Reviewers * **2**

- Suggested Workers >
- Workers by Manager >
- Workers by Location >


Submit **Cancel** - Due 04/01/2019

Process History
Start Performance Review - Step Completed

If you would like to add an Additional Manager:

1. Click in the **Reviewers** search box
2. Type an employee name or search for Workers by Manager or Location

Get Additional Manager: Add



Get Additional Manager Evaluation

(Virtual) Eli Ramos - 10 Actions

2 day(s) ago - Due 03/25/2019; Effective 03/31/2019

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Reviewers *

Submit Cancel - Due 04/01/2019

The Additional Manager's evaluation will be visible to the employee.

Once you have selected an Additional Manager:
Click **Submit**


Get Additional Manager: Add

You have submitted ✕ 🖨

Get Additional Manager Evaluation for Performance Review:
(Virtual) Eli Ramos - 10 Actions

2 day(s) ago - Due 03/25/2019; Effective 03/31/2019

Up Next

 (Virtual) James Bishop

Additional Manager Evaluation: Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 10 - Complete
Additional Manager Evaluation for Performance Review
Due Date 03/23/2019

> **Details and Process**

Done

Click **Done**

Up next is the Additional Manager who will receive an Inbox item to complete the additional manager evaluation.

Once the Additional Manager has submitted their input, the Manager can view their comments on the Manager Evaluation.