Employee Performance Review

Get Additional Manager – Skip or Add
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.
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

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**
You will see a confirmation window asking you to verify that you have opted to skip the task. Click **OK** to continue.
You will receive confirmation that the process has been skipped. Click Done.
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 Evaluation

(Virtual) Eli Ramos - 10

2 days ago - Due 03/25/2019; 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

(Virtual) James Bishop

Submit

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

Once you have selected an Additional Manager:
Click Submit
Get Additional Manager: Add

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.