Employee Performance Review

Get Additional Reviewers – Skip or Add
Once the:

- Employee has submitted their self evaluation and
- the Manager has completed the step Get Additional Manager

the Manager will receive an Inbox item to Get Additional Reviewers 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 Reviewers

An Additional Reviewer can rate and comment on all Competencies:

- Service
- Teamwork/Collaboration
- Diversity & Respect
- Initiative
- Accountability
- Supervision
- Organizational Leadership

The Additional Reviewer’s ratings and comments will be visible to the employee.
Get Additional Reviewers: Skip

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

If you would like to skip this task, select the Get Additional Reviewer item in the Workday Inbox. From the item:
1. Click the gear icon
2. Click Skip This Task
3. Click Submit
Get Additional Reviewers: Skip

Skip This Task

3 second(s) ago - Due 04/02/2019; Effective 03/31/2019

You have opted to skip this Task. The Task will have a status of "Manually Skipped" in Process History.

Step: Get Additional Reviewers
Due Date: 04/02/2019

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 business process has been skipped. Click Done.
Get Additional Reviewers: Add

If you would like to add Additional Reviewers:

1. **In the Employee box**, type the name of the employee whom you will ask to be an Additional Reviewer.

2. **Select a Reviewer Type**
   - Others
   - Peers
   - Direct Reports

Click the + and repeat the steps to add more Additional Reviewers. If used, both fields are required.
Get Additional Reviewers: Add

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

Once you have selected all Additional Reviewers: Click **Submit**

**Instructions:** Additional Reviewers have visibility into the Competency section of the employee performance review and are able to provide ratings and comments for each competency. Additional Reviewers do not have visibility into other sections of the employee performance review.

Additional reviewers can be direct reports, peers or others who can provide feedback on the employee's work performance.

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

To select Additional Reviewers, please follow these steps:

- Click on the box under the *Employee column and enter the name of the individual you would like to provide feedback on this employee's Competencies section of the performance review.
- Click on the box under the *Reviewer Type and select the appropriate category for the reviewer.
- Click on the plus (+) icon to select more people to serve as an Additional Reviewers.

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**.
Get Additional Reviewers: Add

You have submitted
Get Additional Reviewers for Performance Review: (Virtual) Eli Ramos - 20

50 minute(s) ago - Due 04/02/2019; Effective 03/31/2019

Up Next

(Virtual) Boris Ivanov - 20

Due Date 03/28/2019

Details and Process

Click Done

Next, the Additional Reviewer will receive an Inbox item to complete the additional reviewer evaluation.

Once each Additional Reviewer has submitted their input, the Manager can view their rating and comments from the Manager Evaluation.
Additional Reviewer input is under Feedback in the Manager Evaluation. Click the hyperlink to view.