

Say  
**Hello**  
to a brighter workday.



# Employee Performance Review

## Get Additional Reviewers – Skip or Add



# Get Additional Reviewers

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

**Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 20**  
3 second(s) ago - Due 04/02/2019; Effective 03/31/2019

**Get Additional Reviewers**  
(Virtual) Eli Ramos - 20

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

**GET ADDITIONAL REVIEWER 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.

Additional Reviewers 1 item

	*Employee	*Reviewer Type
(+)		
(-)		select one

Submit Save for Later Cancel

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.

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Additional Reviewers 1 item

	*Employee	*Reviewer Type
(+)		
(-)		select one

Submit Save for Later Cancel

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

**Get Additional Reviewers** (Virtual) Eli Ramos - 20 Actions

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

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Additional Reviewers 1 item

	*Employee	*Reviewer Type
<input type="text"/>	<input type="text"/>	<input type="text" value="select one"/>

**Submit** Save for Later Cancel

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.

Business Process	Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 20
Step	Get Additional Reviewers
Due Date	04/02/2019

**OK** 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 Reviewers: Skip


**Event skipped** 📄 🖨️

**Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 20** Actions

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

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**Up Next** Others Awaiting My Action

 (Virtual) Jessika Batchelor

Complete Manager Evaluation  
Due Date 04/02/2019

Open

> **Details and Process**

---

Done

You will receive confirmation that the business process has been skipped.  
**Click Done**

# Get Additional Reviewers: Add

**Get Additional Reviewers** (Virtual) Eli Ramos - 20 Actions

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

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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.

Additional Reviewers 1 item

+	*Employee	*Reviewer Type
-	X (Virtual) Boris Ivanov - 20	select one

Just now


Submit Save for Later Cancel

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

 **Get Additional Reviewers** (Virtual) Eli Ramos - 20 Actions ☆ ⚙️ ↗️

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

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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.

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Additional Reviewers 1 item ☰ 📄 🗑️

+	*Employee	*Reviewer Type
-	X (Virtual) Boris Ivanov - 20 <span>☰</span>	Peers <span>▼</span>

Submit Save for Later Cancel

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

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



# Get Additional Reviewers: Add


You have submitted 📄 🖨️

**Get Additional Reviewers for Performance Review: (Virtual) Eli Ramos - 20**

Actions

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

Up Next

 (Virtual) Boris Ivanov - 20

Additional Evaluation: Annual: Staff Performance Review (Self Evaluation) V2: (Virtual) Eli Ramos - 20 - Complete Additional Evaluation for Performance Review

Due Date 03/28/2019

> **Details and Process**

**Done**

## 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.

# Get Additional Reviewers

Competencies ▾

< [Progress Bar] >

Competency  
Service

Description  
Promotes a culture of service. Examples of behaviors include:

- Responds appropriately to the needs of customers and clients.
- Seeks to secure positive interpersonal relationships.
- Conveys instructions, ideas, and information clearly.
- Follows through on commitments to others.
- Represents one's position, work unit and organization both internally and externally professionally and responsibly.
- Anticipates needs or problems and acts to meet or resolve responsibly, efficiently and cost-effectively.

For research focused positions, examples of behaviors include:

- Works to create and sustain a measurable, high standard of quality in research.
- Facilitates relationship with sponsors in ways that project respect, understanding and professionalism and strengthen the research program.
- Meets frequently and communicates openly to assure sponsor's needs are identified and satisfied.
- Works to develop sustainable initiatives with academic sector or partners.


**Feedback**  
1

Manager Evaluation      Employee Evaluation

Manager Rating      Employee Rating

Comment      Comment

1 item

Photo	Reviewer	Rating	Comment	Type
	(Virtual) Boris Ivanov - 20	Meets Expectations	Eli does a great job with customer service and meets expectations.	Additional Review: Peers

Additional Reviewer input is under Feedback in the Manager Evaluation. Click the hyperlink to view.