



Supervisor's Checklist for Conducting Performance Evaluations

PREPARE 1

- Review job duties on employee's position restriction
- Request employee's self evaluation
- Collect and review data
- Confirm that employee's required training is current
- Create draft of performance evaluation in Workday Performance Management:
 - Assign individual ratings and comments
 - Develop overall rating and comments
 - Save draft and print

DISCUSS 2

- Review and discuss individual and overall ratings and rationale
- Recognize strengths and achievements
- Discuss areas needing improvement
- Discuss employee's professional and career development goals
- Discuss performance goals for the next review period

FINALIZE 3

- Revise evaluation in Workday Performance Management as needed
- Mark "Submit" to send to employee for acknowledgement
- Review employee comments and take action as appropriate
- Acknowledge and close the evaluation in Workday Performance Management