

1. As a Zone/Shift Supervisor, you will need to complete a performance evaluation for all of your direct reports in addition to your own self-evaluation, via a Workday inbox task(s). You will see a separate task for each direct report.
  - a. To act on your inbox tasks, either select them on your Workday Home Page or select the 'Inbox' item in the upper right of your Workday screen.



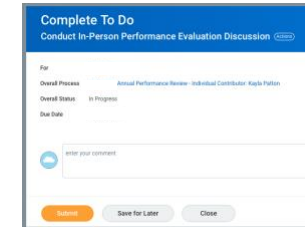
## COMPLETING EVALUATIONS

2. Follow the instructions provided. Be sure to scroll down and answer all of the questions in each section prior to hitting **Next**.
3. **Section VII: Overall Performance Rating and Summary** is the overall rating that will be applied to the Performance Evaluation and selecting a 'Follow Up' option will result in HR reaching out for further instruction.
4. After all required sections are completed select **Submit** at the bottom of the page to move to the next step in the process

### Notes:

- A red **Error** message will appear if a required section was missed.
- You can **Save for Later** if you need to complete the evaluation at a later time and want to save your progress. Your employee will NOT be able to view your progress until completed.

5. After the Manager Evaluation has been completed a 'To-Do' will appear in your inbox to complete an In-Person\* Performance Evaluation Discussion with each report.
6. After the in-person\* discussion is complete, navigate to your Workday Inbox, select the relevant Performance Evaluation, select 'To-Do', and 'Submit' at the bottom of the window.



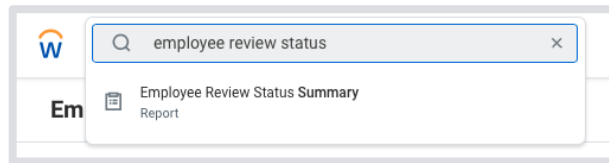
7. The final step is for both you as the Zone/Shift Supervisor and your report to acknowledge the in-person\* discussion was held. Navigate back to your Workday Inbox to act on the task.

**\*In-Person:** refers to multiple modes of communication that allow a manager to directly speak with their staff regarding their performance evaluation. This includes using Zoom video conference, telephone calls, and only if comfortable, face-to-face meetings.

Please note if conducting face-to-face meetings, it is important to follow COVID protocols.

## VIEWING TO EVALUATION STATUS / VIEW COMPLETED

- To view the status and/or view completed evaluations for the workers in your Zone/Shift select the search bar at the top of your Workday Home Page and search for the report: *Employee Review Summary*

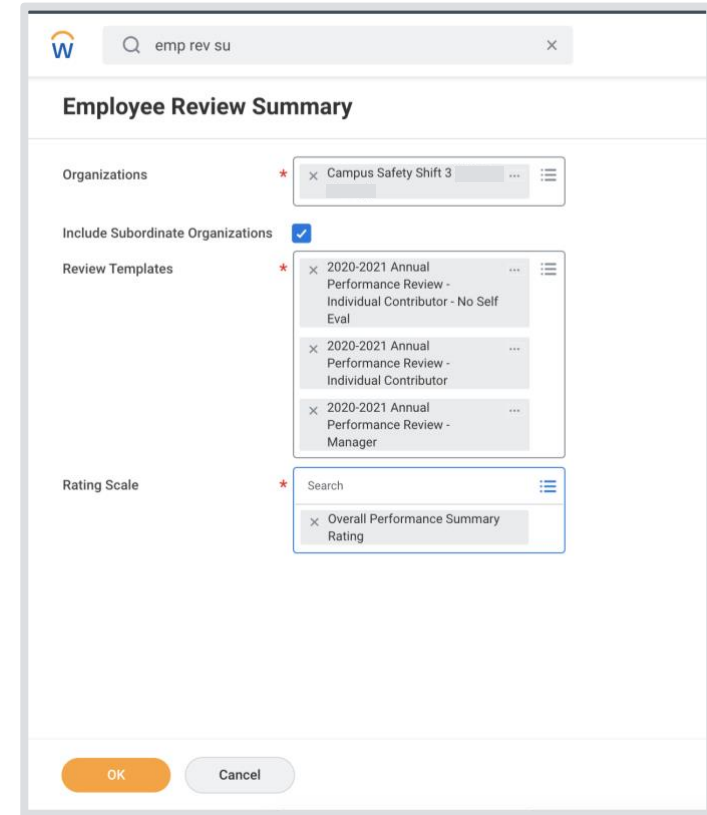


- The report will require you to populate some information prior to running:

### a. Organizations

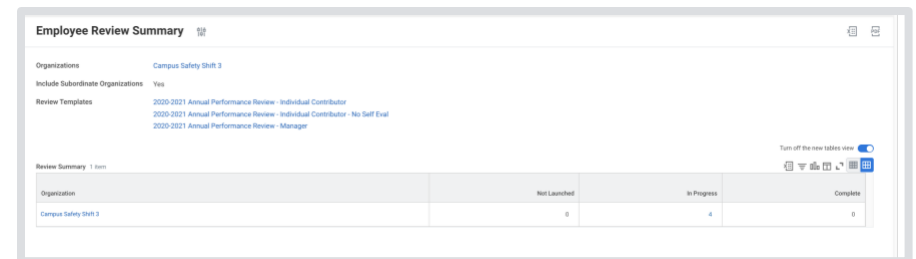
- Either search for your Zone/Shift organization by name or click in the field next to Organizations > select *Organizations* > and select your Zone/Shift.

- Use the image to the right to duplicate the other required report fields:



- Select 'OK'.

- The report will return status results of the performance evaluation process for the workers in your Zone/Shift.



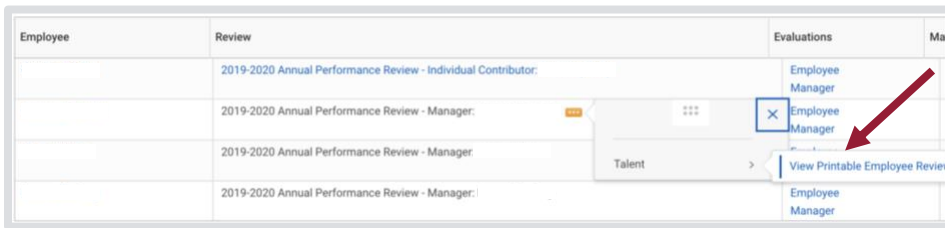
10. To view the reviews in those categories, click on the blue hyperlink number and a window will pop up showing more detail.

Employee	Review	Status	Awaiting Person	Evaluations
	<a href="#">2020-2021 Annual Performance Review - Individual Contributor</a>	Complete Manager Evaluation for Performance Review		<a href="#">Employee Manager</a>
	<a href="#">2020-2021 Annual Performance Review - Individual Contributor</a>	Complete Manager Evaluation for Performance Review		<a href="#">Employee Manager</a>
	<a href="#">2020-2021 Annual Performance Review - Individual Contributor</a>	Complete Manager Evaluation for Performance Review		<a href="#">Employee Manager</a>
	<a href="#">2020-2021 Annual Performance Review - Individual Contributor</a>	Complete Manager Evaluation for Performance Review		<a href="#">Employee Manager</a>

11. *In Progress* reviews are waiting on action by either you as the Zone/Shift Supervisor or the Employee. You can determine who has the next step via the “Awaiting Persons” column.

12. Completed reviews can be reviewed by selecting the Three Dots > Talent > View Printable Employee Review

Employee	Review	Evaluations	Ma
	<a href="#">2019-2020 Annual Performance Review - Individual Contributor</a>	<a href="#">Employee Manager</a>	
	<a href="#">2019-2020 Annual Performance Review - Manager</a>	<a href="#">Employee Manager</a>	
	<a href="#">2019-2020 Annual Performance Review - Manager</a>	<a href="#">Employee Manager</a>	
	<a href="#">2019-2020 Annual Performance Review - Manager</a>	<a href="#">Employee Manager</a>	



13. Managers in your department have the ability to view all Performance Evaluations.