

Workday Job Aid for Manager

Completing Your Direct Report's Annual Performance Review

The instructions below will guide you through completing the manager's portion of the Annual Performance Review

1. Once your direct report has completed their self-evaluation, you will receive a task in Workday for the manager's evaluation.
2. Log into Workday (<https://www.myworkday.com/theclaremontcolleges/d/home.html>) with your CMC login credentials.
3. To access the first task and complete the manager evaluation step, go to your Workday Tasks by clicking on the mailbox icon from the top right-hand corner of the screen.
 - a. Alternatively, the manager evaluation will be accessible from your Workday home page under the **Awaiting Your Action** section

Awaiting Your Action



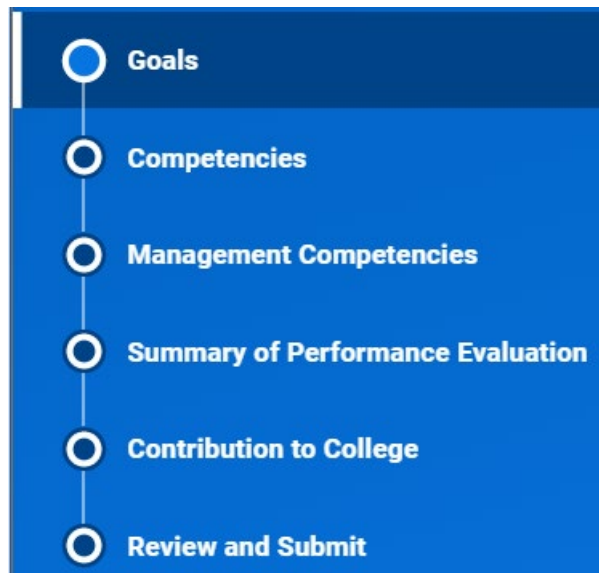
Manager Evaluation: CMC Annual Performance Review for Staff

Inbox - 20 second(s) ago

4. Locate the task named **Manager Evaluation: CMC Annual Performance Review for Staff** and click Get Started to start the manager evaluation.

Get Started

5. Complete the manager evaluation sections:



Goals

1. Please review your direct report's responses in the **Goals** section. You will have the opportunity to review and respond to each of their goals.
2. Please enter a **Rating** for each Goal.

Manager

Rating

select one ▼

3. Click **Add** + **Add** under the Goals section header to enter new goals for the employee. After you click Add, new fields will appear, allowing you to enter additional details about the goal.
 - a. In the **Goal** text box, enter a title for the goal you are adding.

Goal *

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- b. Select a **Status** for the goal

Status

select one ▼

select one

Not Applicable

Not Started

In Progress

Completed

Incomplete

- c. Enter a **Rating** for the Goal

Manager

Rating

select one ▼

4. Repeat step 3 for each additional goal.
5. Click Next when finished entering goals.

Next

Competencies

1. Please review your direct report's responses in the **Competencies** section.
2. For each Competency, please select a rating in the **Proficiency Rating** field. Note: The employee's response to each competency will be visible to you.

<p>Problem Solving and Decision Making</p>	<p>Identifies and responds to problems quickly; anticipates potential problems and takes corrective action; conducts thorough examination of the problem and identifies and evaluates the most appropriate solutions; develops tools to measure outcomes; evaluates outcomes and solves problems; reports problems to management when necessary; makes decisions in a timely manner; decisions are consistent and clear.</p>	<p>Proficiency Rating</p> <input type="text" value="5"/> <p>Comment</p> <input type="text"/>	<p>Proficiency Rating</p> <p>5 - Exceptional Performance</p> <p>Comment</p>
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3. Each competency also includes a **Comment** box, where you can add explanations and additional notes on your rating, as well as provide specific examples from the evaluation period.
4. Once you have provided the Proficiency Rating for each Competency, the competency ratings will be averaged in the **Manager Summary** section.

Manager Summary

Calculated Proficiency Rating 4 - Exceeds Expectations (Rounded from 4.38)

5. Click Next when finished rating the Competencies.

Next

Management Competencies

Note: If your direct report supervises one or more employees, please rate your employee’s performance as it relates to each competency. Add explanatory comments and specific examples or illustrations from the evaluation period.

If your direct report does not supervise any employees, please select Does Not Apply as the rating option for each competency.

1. Please review your direct report’s responses in the **Management Competencies** section (if applicable).
2. For each Competency, please select a rating in the Proficiency Rating field (or select **0 – Does Not Apply** if your direct report does not supervise employees)

Competency	Description	Manager Evaluation	Employee Evaluation
CMC Collaboration	Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually-beneficial partnerships, leverage information, and achieve results.	Proficiency Rating <input type="text" value="x 5 - Exceptional Performance"/> Comment <input type="text"/>	Proficiency Rating 4 - Exceeds Expectations Comment <input type="text"/>

3. Each management competency also includes a **Comment** box, where you can add explanations and additional notes on your rating, as well as provide specific examples from the evaluation period.
4. Once you have provided the Proficiency Rating for each Competency, the competency ratings will be averaged in the **Manager Summary** section.

Manager Summary

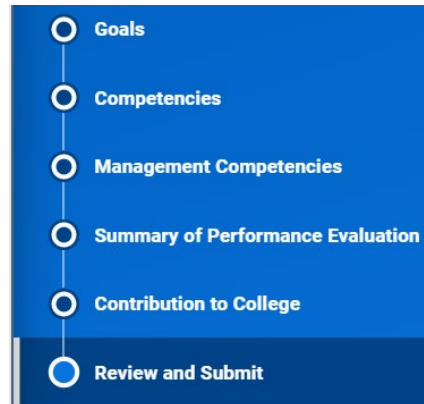
Calculated Proficiency Rating 5 - Exceptional Performance

5. Click Next when finished rating the Management Competencies.

Next

Review and Submit

1. Please review your responses to the manager evaluation for completeness and accuracy.
 - a. If you need to make updates to any responses, you may do so by clicking on the section in the left-hand navigation menu.



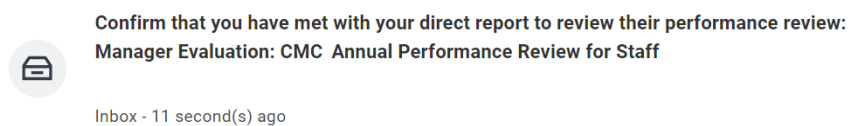
2. When you are finished making updates to your direct report's review and are ready to submit, click **Submit**.

Submit

Next Steps

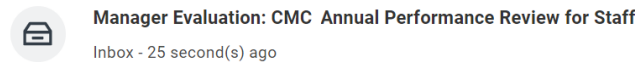
- The performance review will now route to your manager to review your direct report’s evaluation. Once this is complete, the performance review will route to CMC Human Resources.
- Once the performance review is fully completed and approved, you will receive a reminder in Workday to coordinate a time to meet with your direct report to discuss the evaluation.

Awaiting Your Action



- After you meet with your direct report, your direct report will receive a task in Workday to acknowledge the review. Once your direct report acknowledges their review, you will receive a new task in Workday.

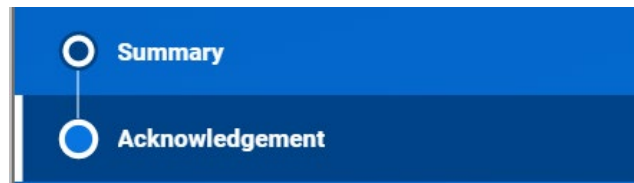
Awaiting Your Action



- Open the new task (**Provide Manager Review Comments**) and click Get Started




- You will have one last opportunity to review your direct report’s performance evaluation in the Summary Section.



- After you have reviewed your direct report’s performance evaluation and have had the opportunity to discuss it with them, please Acknowledge the review by navigating to the **Acknowledgement** section on the left-hand menu, clicking on the Status drop-down menu, and selecting Acknowledge Review.

Acknowledgement

Manager

Status * 

Comment

- Click **Submit** when you are done.



Office of Human Resources

Submit