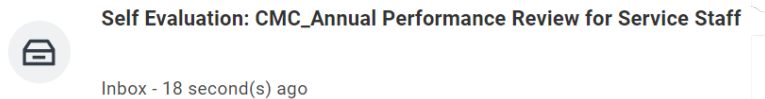


Workday Job Aid for Service Staff Completing Your Annual Performance Review

The instructions below will guide you through completing the Annual Performance Review

1. Log into Workday (<https://www.myworkday.com/theclaremontcolleges/d/home.html>) with your CMC login credentials.
2. To access the first task and complete the employee self-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 employee self-evaluation will be accessible from your Workday home page under the **Awaiting Your Action** section

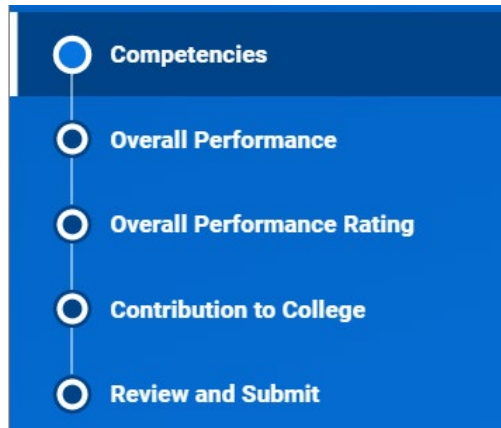
Awaiting Your Action



3. Locate the task named **Self Evaluation: CMC Annual Performance Review for Service Staff** and click Get Started to start your self-review.

Get Started

4. Complete the self-evaluation sections:



Competencies

1. For each Competency, please select a rating in the Proficiency Rating field

Job Knowledge	Understands and applies processes and technical skills required for the position; stays up-to-date on best practices and trends as applicable to the department and/or position.	Proficiency Rating × 5 - Exceptional Performance
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2. Once you have provided the Proficiency Rating for each Competency, the competency ratings will be averaged in the **Employee Summary** section.

Employee Summary

Calculated Proficiency Rating 5 - Exceptional Performance (Rounded from 4.88)

3. The Competencies section 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. Click Next when finished rating the Competencies.

Next

Overall Performance

1. Please provide an **Answer** to the **CMC Performance Evaluation** prompt in the **Overall Performance** section.

Question CMC Performance Evaluation

Please rate overall performance during this review period, including examples of performance that exceeds or does not meet expectations. If the overall performance rating is needs improvement, a performance action plan is required. Contact Human Resources.

Employee

Answer

Normal | B | I | U | A | [List Icon] | [Link Icon]

2. Below the **CMC Performance Evaluation** section, please find the **Employee Summary**. In this section, you will be rating your overall performance using the rating scale dropdown.

Employee Summary

Overall Rating Weight 50

Rating 5 - Exceptional Performance

Rating Description select one

Comment

- Not Applicable
- 1 - Does Not Meet Expectations
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional Performance

3. Click Next when finished rating the Overall Performance.

Next

Overall Performance Rating

1. You will see the calculated average of the ratings that were provided in the previous sections (Competencies and Overall Performance)
2. Optionally, you may also provide any concluding thoughts or comments regarding your performance.
3. Click Next when complete.

Next

Contribution to College

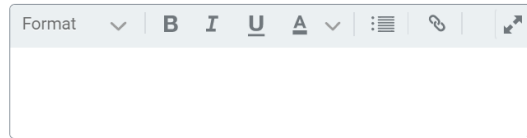
1. Please provide a response to the **Employee Contribution to College** prompt.

Question CMC Employee Contribution to College

The College is deeply committed to building a community that values diversity and inclusion, encourages free speech and expression, and advances responsible leadership. Describe the ways in which you have contributed, or would like to contribute, to these commitments.

Employee

Answer



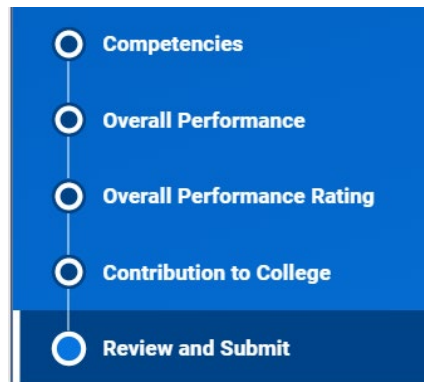
A rich text editor interface with a toolbar containing options for Format, Bold (B), Italic (I), Underline (U), Text Color (A), Bulleted List, Link, and Unlink. Below the toolbar is a large empty text area for the employee's response.

2. Click Next when complete.

Next

Review and Submit

1. Please review your responses to the self-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.



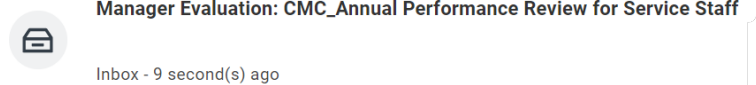
2. When you are finished making updates to your review and are ready to submit, click **Submit**.

Submit

Next Steps

- The performance review will now route to your manager to complete the Manager Evaluation. Once this is complete, your performance review will route through a few approvals by your manager's supervisor and CMC Human Resources.
- Once the performance review is fully completed and approved, your manager will coordinate a time to meet with you to discuss the evaluation.
- After you meet with your manager, you will receive a new task in Workday.

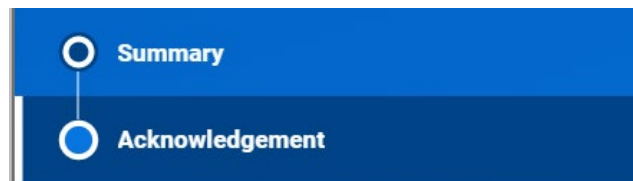
Awaiting Your Action



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

Get Started


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




- When you have reviewed the performance evaluation and have had the opportunity to discuss it with your manager, please Acknowledge the review by navigating to the Acknowledgement section on the left-hand menu, clicking in the Status drop-down menu and selecting Acknowledge Review.

Acknowledgement

Employee

Status * 

Comment Acknowledge Review 

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

Submit