

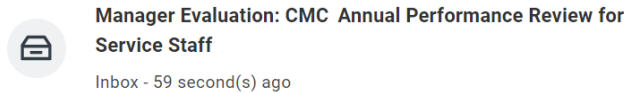
Workday Job Aid for Service Staff Manager

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

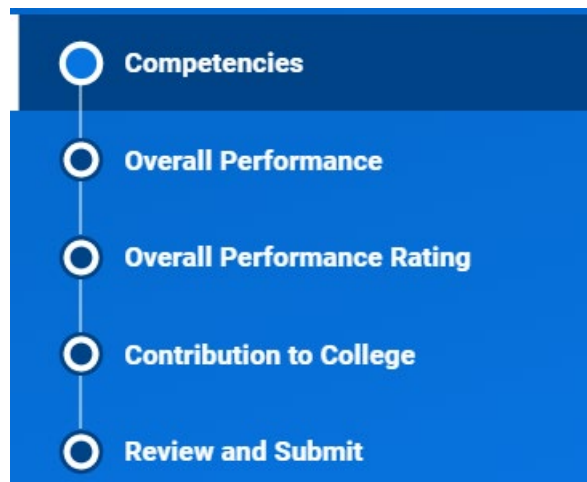
Awaiting Your Action



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

Get Started

5. Complete the manager evaluation sections:



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.

Competency	Description	Manager Evaluation	Employee Evaluation
Service Focus	Identifies clients' needs; reviews internal processes and implements improvements to continuously provide high quality of service; develops goals, objectives, and plans for satisfying internal/external client needs.	Proficiency Rating <input type="text" value="× 4 - Exceeds Expectations"/>	Proficiency Rating 5 - Exceptional Performance

3. 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)

4. 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.
5. Click Next when finished rating the Competencies.

Next

Overall Performance

1. Please review and provide a response to your direct report's Answer 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.

Manager	Employee
Answer	Answer

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

[Empty Text Area]

2. In the **Manager Summary**, select a rating in the **Rating** field.
 - a. Note that the corresponding Rating Description will appear for the selected rating.

Manager Summary

Overall Rating Weight 50

Rating

Rating Description (empty)

Comment

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

[Empty Text Area]

3. Click Next when finished rating the Overall Performance.

Next

Overall Performance Rating

1. In the **Overall Performance Rating** section, you will see the calculated average of the ratings that were provided in the Competencies and Overall Performance sections.
2. You may also provide any concluding thoughts or comments regarding your direct report's performance to support your rating.
3. Click Next when complete.

Next

Employee Contribution to College

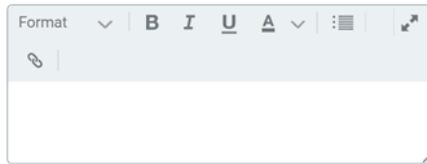
1. Please review and provide a response to your direct report's **Answer** in the **Employee Contribution to College** section.

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.

Manager

Employee

Answer



A rich text editor interface with a toolbar containing options for Format, Bold (B), Italic (I), Underline (U), Text Color (A), and a list icon. Below the toolbar is a large empty text area for entering the answer.

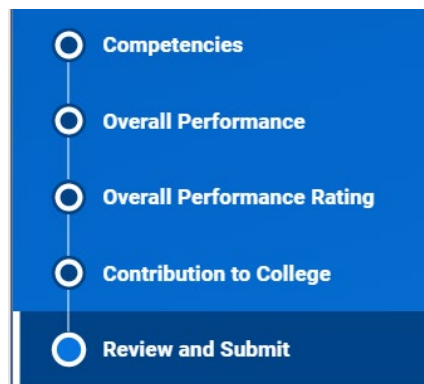
Answer

2. Click Next when complete.

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.



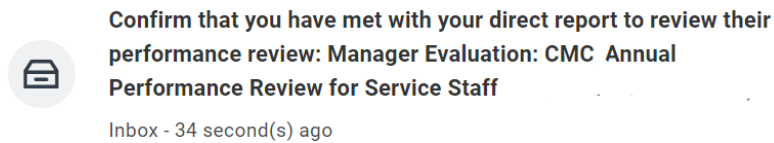
2. When you are finished making updates to your direct report's review and are ready to submit, click **Submit**.

Submit

Next Steps

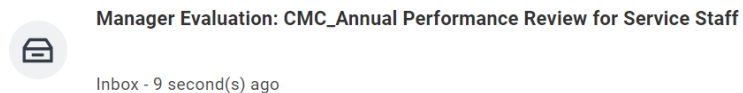
- The performance review will now route to your manager to further review your direct report’s evaluation. Once this is complete, the performance review will route to CMC Human Resources.
- Once the performance review is fully completed and approved, you will receive a reminder in Workday to coordinate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

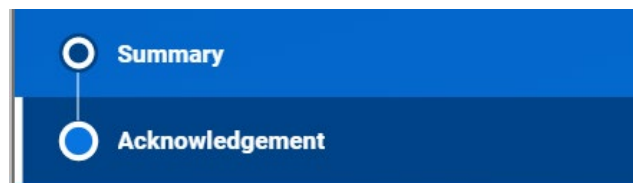
Awaiting Your Action



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

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 Acknowledge Review

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

Submit