Workday

Performance Goals

The first step in the performance review process involves setting performance expectations between a staff member and their manager. Setting performance expectations involves a review of job responsibilities and goal setting.

- Add Goals to Employees
- <u>Copying Goals</u>
- <u>Acceptance Criteria</u>
- Archiving your Team's Old Goals

Annual Performance Reviews

The objective is to demonstrate and guide users through all steps required for completing the Annual Performance Review in Workday. The actions listed in this guide apply to each user involved in the completion of the performance review process: Teammate, People Leader, and Indirect People Leader users.

- <u>Complete the Set Content Step People Leader</u>
- <u>Complete the Self Review Step Teammate</u>
- Complete the Manager Evaluation People Leader
- Approve the Performance Review Indirect People Leader
- Initiate To Do Task People Leader
- <u>Acknowledge the Performance Review People Leader</u>
- <u>Acknowledge the Performance Review Teammate</u>
- Add or Remove Goals to Performance Review
- Send Back Performance Review

Manager Learner Enrollment

Used to enroll or drop a learner, from a self-enrolled or assigned course. Waive a learner from a campaign assignment. Mark learner as completed for course.

- Learner Self-Enroll
- Enroll Your Team
- Learner Self-Drop

• Batch Drop Enrollment

Performance Goals

- Add Goals to Employees
- <u>Copying Goals</u>
- <u>Acceptance Criteria</u>

Add Goals to Employees

- 1. In Workday, enter Add Goals to Employees in the global search field located at the top of the page.
- 2. From the task list, select **Add Goals to Employees**.

	(a	Q Add goal to employees
☐ Saved Categories	\sim	Tasks and Reports
People	0	Add Goal to Employees
Tasks and Reports	2	Task
Articles	0	Add Additional Employees to Goal Task

- 3. Enter Add Goals to Employees details:
 - a. Select Create New Goal.
 - b. *Employees*: Select My Team, then select the team member(s) to be assigned to the goal.

Create No	aw Goal	 Create Nev Copy Existi 	C	:=]
-			← My Team	
Copy Exis	My Team Workers by Manager Hierarchy	Assign To	Heather S Halligan (80 HR Specialist/Generalist Resources	046552) NDOT Human
ssign To	Workers by Supervisory Organization	Employees	Search	=
mployees	Search		X Heather S Halligan (80046552)	
rganizations	:=	Organizations		=

4. Click OK.

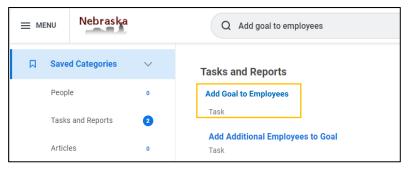
- Enter Add Goals to Employees details. <u>NOTE</u>: The red astriks (*) denotes a required field. The Goal, Category, and Due Date fields must be filled in to be included in the performance review.
 - a. ***Goal**: Enter the title/goal statement.
 - b. *Description*: Enter the goal description.
 - c. *Category: Select Annual Performance Goal.
 - d. *Weight*: Enter the goal weighting percentage.
 - e. ***Due Date**: Enter the due date for the goal.
 - f. *Editable*: Check this box. This will allow you to create additional goals to assign to the selected team member(s).

Goal *	Normal V B I U A V III 8	e.
	Demonstrate how a people leader can create and assign a SMART goal to multiple team members a once.	it
Description	Format V B I U A V III %	e
	 Document the steps on how a people leader can create and assign creating and assigning a performance goal to more than one team member at the same time Explain fields which need to be filled out Emphasis on the importance of filling in both the Category field and the Due Date field. This will allow them to be included in the annual performance review. 	
Category	× Annual Performance Goal ··· :≡	
Weight	25	
Due Date	12/31/2023 💼	
Editable		
Remove		

- 6. Click Add to add another goal, or click **Remove** to delete the goal.
- 7. Click **Submit** at the bottom of the page to finalize the goal process and assign to selected team member(s)

Copying Goals

- 1. In Workday, enter Add Goals to Employees in the global search field located at the top of the page.
- 2. From the task list, select Add Goals to Employees.



3. Select Copy Existing Goal.

Copy Existing Goal	Search	:=
	My Goals	>
ssign To	My Organizations' Individual Goals	>
	My Organization Goals	>
mployees	Assigned Goals	>
rganizations	Goals by Category	>

- 4. In the box next to Copy Existing Goal, type in the goal you wish to copy or select the box to see the available dropdowns containing goals you can add. NOTE: You may add more than one goal to copy in this box. To do this, select all the goals you wish to copy to the upcoming year in this step.
 - a. To assign your own goals, select **Goals by Category**, then **Annual Performance Goals.**
 - b. To assign goals from a member of your team, select **My Organizations' Individual Goals**.

- 5. Under the **Assign To**, you can assign a goal to:
 - a. **Employees**: enter the name of the specific teammate(s).
 - b. Organizations: enter your name to assign goals to all your direct reports. To assign to your direct
 AND in-direct reports, check the box next to
 Include Subordinate Organizations.

Include Subordinate Organizations

 \checkmark

NOTE: You cannot assign a goal to yourself this way. To assign a goal to yourself, enter **My Goals** in the global search bar and manually copy/paste your goals into a new goal.

6. Click **OK**, then you will be able to see how many teammates this goal will be assigned to at the top of the page.

Add Goa	al to Employees	<u>þ</u>
Assign To 1	I	

- 7. Review all goal content, adjust **Dates**, **Deadlines**, **Details**, etc., to be applicable to the upcoming performance evaluation period.
 - a. **Category**: verify or select **Annual Performance Goal**.
 - b. **Weight**: Enter a number. **NOTE**: Weights for all annual goals must sum to 100.
 - c. Due Date: Update to 12/31/202_ (upcoming year).

Category	× Annual Performan	ce Goal 📰
Weight	15	
Due Date		12/31/2025 📄

- 8. Review all copied goals:
 - a. Goal Title Verify is it accurate and reflective of the goal.
 - b. Description
 - i. Verify the description of the goal is accurate.
 - ii. <u>All dates</u> have been changed to apply to the upcoming performance evaluation period.
 - iii. Verify that the goals are in SMART format Specific, Measurable, Attainable, Relevant, and Time-Bound
 - c. Category Verify that Annual Performance Goal is selected.
 - d. Weight Verify the that all goals sum to 100.
 - e. Due Date Verify that is says 12/31/202_ (upcoming year).
- 9. Click Submit.

Acceptance Criteria

To verify that you have successfully added goals for your team member(s):

- 1. Click the *Menu* button located in the top right corner of the page.
- 2. Select **My Team**, then one of the team members to whom you assigned the goal. You can also enter and select the team member but typing their name into the global search field.
- 3. In the team member Profile, select **Performance**.
- 4. Confirm the goal(s) are displayed under the Individual Goals tab.

	Individual Goals Performance Reviews Competencies Archived Goals	
	3 items Gala Socian Onsp Gaal Description	Supports Category Status Weight Dae Date On Reviews
Actions		
1월 전 유 Phone Email Team		
86 Summary Bog Job		
Compensation Benefits		
다 Contact 요 Personal		
Overview Performance		
Career		

Archiving your Team's Old Goals

- 1. Navigate to Workday
- 2. Click the **Search** field.

Nebraska	
	Recent Searches
Contraction in the second second	
	•
	•
Hello There	• • • • • • • • • • • • • • • • • • •
Hello There	I'm looking for
	People Tasks and Reports Learning Drive
Awaiting Your Action	
Yo	ou're all caught up on your tasks.

- 3. Type Archive Goals
- 4. Click the hamburger icon to open the dropdown menu in order to select teammates other than yourself, then go to the *My Team* option. You can only archive goals for one teammate at a time.

Q	arc	۲	
Archive	or Unarchive Goals		$\overline{\mathbf{x}}$
Worker *	×		
	Şearch		
		Cancel	ay, Novem
'n		In	portant Dates
You're all caught u	ip on your tasks.		(Contraction)

5. Click OK

	Q arc	\otimes
	Archive or Unarchive Goals	×
	Worker *	
		Cancel OK
n		··· Important Dates
	You're all caught up on your tasks.	

6. Click on goals that have associated performance reviews in the far right column. *Note: ONLY ARCHIVE GOALS YOU ARE NOT CURRENTLY BEING EVALUATED ON OR WILL BE EVALUATED ON IN AN UPCOMING PERFORMANCE EVALUATION. Archived goals cannot appear on a performance evaluation. Double check you are archiving the right goals.

elect All [
ctive 18 item	5				≡ 🗆 ۲
Archive	Goal	Category	Status	Completed On	Associated Reviews
-	8	Annual Performance Goal			
	1	Annual Performance Goal	In Progress		2023 Annual Teammate Performance Review (01.01.2023 - 12.31.2023)
	1				
	(; ;	Annual Performance Goal			
	t t				
	(; ;	Annual Performance Goal			2023 Annual Teammate Performance Review (01.01.2023 - 12.31.2023)
	1	Annual Performance Goal	Not Started		2023 Annual Teammate Performance Review (01.01.2023 - 12.31.2023)
	1	Annual Performance Goal	Not Started		2023 Annual Teammate Performance Review (01.01.2023 - 12.31.2023)
	1	Annual Performance Goal			

7. Click OK

Select All		

8. To unarchive goals, you can repeat this same process, but select from the Unarchive list

Al Er Gi Pi Ci
Gi Pi Ci
Pa Co Pi
Go Pa Co Pl wi
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*Note: if you archive your teammate's goals, there is no approval process. If your teammate archives their own goals, they will come to you for approval. It will look like a

	Q Search: All Items	Review Goals Manage Goals:
	Advanced Search	XII III
~	Manage Goals: 01/06/2025 났	Add $ each = \blacksquare $
~	Due: 01/08/2025 Effective: 01/06/2025	3 items Sort By: ~ Edit Goal
	2025 🕁	Completed Annual Perf
		Completed Annual Perf.
	2025 🕁	Description
		Format v r ^a B I U A v i = 9
	2025 🕁	

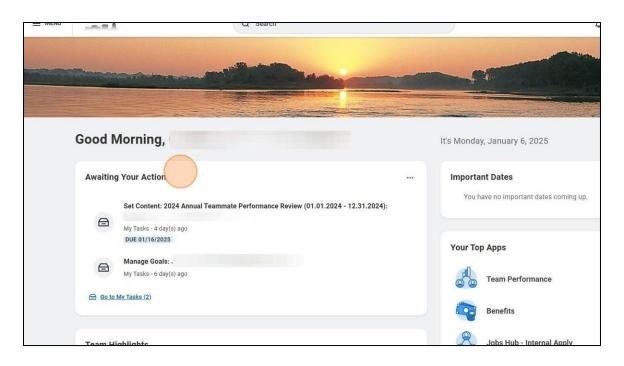
regular Manage Goals task, but will note that it's for archival above the goal for approval

Annual Performance Reviews

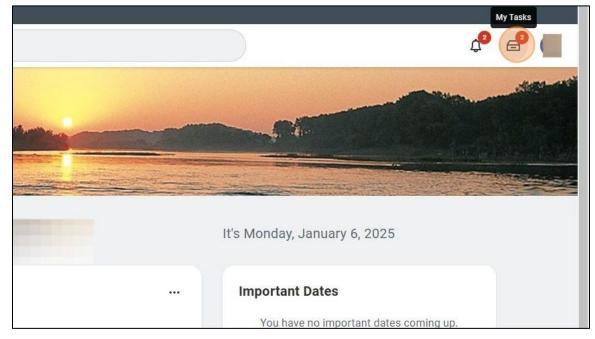
- <u>Complete the Set Content Step People Leader</u>
- <u>Complete the Self Review Step Teammate</u>
- <u>Complete the Manager Evaluation People Leader</u>
- Approve the Performance Review Indirect People Leader
- Initiate To Do Task People Leader
- <u>Acknowledge the Performance Review People Leader</u>
- <u>Acknowledge the Performance Review Teammate</u>
- Add or Remove Goals to Performance Review
- Send Back Performance Review

Complete the Set Content Step | For People Leaders

- 1. Navigate to your Workday homepage
- 2. Click either on the task in the Awaiting Your Action box on your homepage:



Or click on *My Tasks* in the top right corner to go to your Inbox:



3. Click on the **Set Content** task for your teammate.

viy lasks	14		
		Q Search: All Items	
tems		입다 Advanced Search	Review Period 01/01/2024 -
ed Searches	~	Set Content: 2024 Annual Teammate 01/02/2025 🛣 Performance Review (01.01.2024 - 12.31.2024):	PEOPLE LEADER: On the following pages you are assigned to your direct report to Required Actions:
rs	~	Due: 01/16/2025 Effective: 12/31/2024	Enter the correct weightid being assessed on. Each Teammate Competencie Confirm that all eligible a
nive		Manage Goals: 12/30/2024	SMART Goal section. En tain they total 100% Once these actions are c evaluation.
age Delegations		Effective: 12/30/2024	A user guide job aid covering al To access the user guide click: Guides page, scroll to the Syste pand. Scroll to the Talent section job aid.

4. Click Get Started

e Goals: e: 12/30/2024	12/30/2024 📩	 Confirm that all eligible annual SMART goals were processed into the resumant of the section. Enter the appropriate weighting percentage for each tain they total 100% Once these actions are completed submit the review so your direct report evaluation. A user guide job aid covering all steps of the annual review process is available to access the user guide click: <u>Annual Performance Review job aid</u>. Once you Guides page, scroll to the System Users Guides section. Click on Workday - Re pand. Scroll to the Talent section and open the Complete Annual Performance job aid. No additional actions will be needed on your part until you are notified to begin ments once your direct report has completed their self-evaluation step. Click Get Started to begin.
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5. There is nothing you need to do on the first page. Click Next

npetencies	Question What is your other top competency as a teammate, and why do you believe this?
art Goals	
Leader	Question As a teammate, identify a competency you would like to improve upon and why you
bmit	Question A job related accomplishment from the last calendar year which I am most proud of
	Question Do I have the necessary tools to do my job?
	Back Next 🗄 Save Close

6. Click into each Competency and change the weight to "20"

Description	Weighting	
 Takes responsibility for own conduct and adheres to policies and procedures. Portrays dependability, including regular and reliable attendance. Demonstrates knowledge of position including deadlines. Takes steps to resolve issues or errors in work. Adheres to policies regarding work schedule and leave time. Portrays dependability, including regular and reliable attendance. 	20	
Demonstrates a high degree of adaptability to change and focus on progress. Initiates innovative improvements both in reaction to change and in anticipation of shifting customer need, business process and priorities, or available resources.		

7. Click "Next"

mpetencies	creating a positive and product
e Leader	 Collaborates with others three openness. Accepts different avenues to the same goals. Creates positive team atmost
ıbmit	supportive actions, voluntee and cooperatively participat Recognizes the values and c team members and others. Determine important day-to- and duties. Plan and manage day-to-day duties. Needs little to no assistance
	people leader
Back	Next 🖹 Save Close

8. On the SMART Goals page, confirm the appropriate SMART goals your direct report had been working on during the review period are now displayed in this section. Also confirm that their combined weights equals 100%.

DEOD		DED.
PEOP	LE LEA	ADER:

Confir	CLE LEADER: m the appropriate SMART goals your direct report had been working on during the review period are now displayed in this s ly weighted and that the total equals 100%. These actions are required and the review cannot be submitted on to the next s
16 18 . 	
Once (done click Next to proceed.
NOT	E
•	If necessary, the people leader can create a new goal directly from within the teammate's review. Click Add > manually fill i Also, if a goal was created but was not pulled in to the review automatically the people leader can manually bring it in using function.
	From the Teammate SMART Goals page: Click +Add>click in Add Existing field>select All Valid Goals for Selection to choos your direct report's list of active goals
	Alternative method: Click +Add>click in Add Existing field>select By Status>select appropriate goal status. NOTE: In most or Completed.
Repea	t these steps until each qualifying goals has been added. Confirm the goals pulled in have a due date of 2024.
	^
+ /	bdd
A. Basar	

9. In this example, there are four goals with a weight of 20 each. This does not add up to 100%. Therefore, you should adjust the weights to equal 100%.

encies					
oals	~				
der	~	Due Date	12/31/2024 🖬		Ģ
		Category	× Annual Performance Goal	:=	
		Supports		:=	
		Status	In Progress	•	
		Weighting	20		
		> Histo	ry		
	Back		Next 🕄 Save	Close	\supset

10. Once you have confirmed that all the teammates' 2024 goals are present and add up to 100%, click **Next**

mpetencies	Supports	6	:=	
art Goals				
e Leader	Status	In Progress	•	
Eeader	Weighting	25		
ıbmit	> Histo	ry		
	Back	Next Save		

11. There is nothing you need to do on the Indirect People Leader comments page. Click Next

Set Review Content	
Set Content: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31	Indirect People Leader Comments
Actions	PEOPLE LEADER:
01/01/2024 - 12/31/2024	No action is required on your part at this time. Please click Next to proceed.
®	· · · · · · · · · · · · · · · · · · ·
Teammate Self-Evaluation	Question Indirect People Leader Comments
Teammate Competencies	
Teammate Smart Goals	
Indirect People Leader Comments	
Review and Submit	
	Back Next Save Close

12. On the *Review and Submit* page:

- a. Confirm the Competency weights are all set as 20
- b. Confirm all SMART goals are present
- c. Confirm all SMART goal weights add up to 100

Description	Weighting	
 Takes responsibility for own conduct and adheres to policies and procedures. Portrays dependability, including regular and reliable attendance. Demonstrates knowledge of position including deadlines. Takes steps to resolve issues or errors in work. Adheres to policies regarding work schedule and leave time. Portrays dependability, including regular and reliable attendance. 	20	
Demonstrates a high degree of adaptability to change and focus on progress. Initiates innovative improvements both in reaction to change and in anticipation of shifting customer need, business process and priorities, or available resources. • Facilitates change.	20	

13. If everything is present and weighted correctly, click Submit

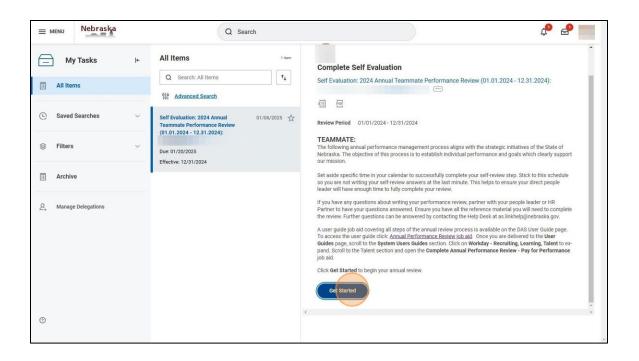
Teammate Competencies	Question Indirect People Leader Comments
Indirect People Leader Comments	
Review and Submit	enter your comment
	Process History Due 01/1 Index Review - Awaiting Action
	Save for Later

Complete the Self-Review Step | For Teammates

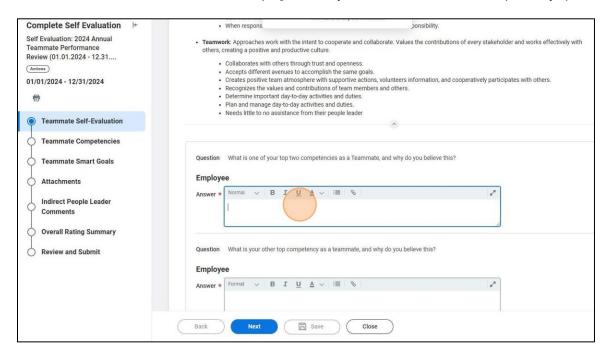
9. On your Workday homepage, click the *Self Evaluation* task in the Awaiting Your Action inbox.

Nebraska	Q Search	📌 🖆	
Good Morning	, On Behalf of:	It's Monday, January 6, 2025	
Awaiting Your Action Self Evaluati My Tasks - 25 DUE 01/20/20	on: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): second(s) ago	Your Top Apps Image: Selection of the s	
Timely Suggestions	Here's where you'll get updates on your active items.	SS <u>View All Apps</u>	

10. Click Get Started



11. On the *Teammate Self-Evaluation* page, enter your answers for the Competency questions.



12. When you have entered all your answers, click Next

competencies	
Smart Goals	
s	Question Do I have the necessary tools to do my job?
ople Leader	Employee
	Answer * Normal V B I U A V 🗄 🗞
ng Summary	
Submit	
	Back Next Save Close

13. On the *Teammate Competencies* page, enter your responses for each Competency.

valuation: 2024 Annual nate Performance v (01.01.2024 - 12.31	Teammate Competencies			
/2024 - 12/31/2024	additional information pertaining to eac	ch competency. This action is not required however s they enter ratings and comments in your review.	e competencies. Comment boxes are available for you to enter you are strongly encouraged to do so. Any information you can	
		~		
Feammate Competencies	5 items			
eammate Smart Goals	Competency	Description	Employee Evaluation	Î
Attachments ndirect People Leader Comments Dverall Rating Summary	Accountable and Dependable	Takes responsibility for own conduct and adheres to policies and procedures. Portrays dependability, including regular and reliable attendance. • Demonstrates knowledge of costion inclution	Cognient	
Review and Submit		 or position including deadlines. Takes stops to resolve issues or error in work. Adheres to policies regarding work schedule and leave time. Portrays dependability, including regular and reliable attendance. 		
	Adaptability	Demonstrates a high degree of	Comment	

14. Once you have entered all your responses, click Next

le Leader	 Recognizes the values and contributions of team members and others.
	 Determine important day- to-day activities and duties.
g Summary Submit	 Plan and manage day-to- day activities and duties. Needs little to no assistance from their people leader
Back	Save Close

15. On the *Teammate Smart Goals* page, confirm that all your SMART goals for the year are present and the weights add up to 100. Then enter your comments following each goal.

Complete Self Evaluation In Self Evaluation: 2024 Annual Tearmate Performance Review (01.01.2024 - 12.31 Tearmate Performance 01/01/2024 - 12/31/2024 Tearmate Self-Evaluation Tearmate Competencies Tearmate Smart Goals Attachments Indirect People Leader Comments Overall Rating Summary Review and Submit	Due Date 12/31/2824 E Category Annual Performance Goal III Supports III Status In Progress V Weighting 25 Employee Comment Vermal BIUAVIE Comment	
	Back Next Save Close	Ť

16. When you have entered all your comments, click Next

e competencies	Employee
e Smart Goals	Comment Format V B I U A V III &
ents	
eople Leader	
ts	> History
ating Summary	
nd Submit	
	Back Next E Save Close
	Back Close

17. On the **Attachments** page, you may upload any supporting documentation regarding your performance throughout the year. Once you have uploaded your attachments, or if you do not wish to upload any attachments, click **Next**

Complete Self Evaluation	
Self Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31	Attachments
Actions	TEAMMATE:
01/01/2024 - 12/31/2024	In this section please add any attachments which you feel best support your overall effort during the performance review period. Including attachments are no required but help provide a complete picture of your performance to your direct people leader.
®	Enter any comments related to the specific attachment in the corresponding text boxes.
Teammate Self-Evaluation	Also a comment box for overall comments pertaining to all attachments is available to you. It is not required but any summary information you feel important share in relation to the attachments is available.
Teammate Competencies	Click Next to proceed.
Teammate Smart Goals	^
Attachments	Employee
Indirect People Leader	Drop files here
Comments	or
Overall Rating Summary	
Review and Submit	Select files
	Employee Summary
	Comment Format V B I U A V III S
	Back Nex E Save Close

18. There is nothing you need to do on the Indirect People Leader Comments page. Click Next

Complete Self Evaluation		
Self Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31	Indirect People Leader Comments	
(Actions) 01/01/2024 - 12/31/2024	TEAMMATE: This section is where any comments entered by your indirect People Leader will appear. No Action is required of you. Please click Next to proceed.	
•		
Teammate Self-Evaluation	Question Indirect People Leader Comments	
Teammate Competencies		
Teammate Smart Goals		
Attachments		
Indirect People Leader Comments		
Overall Rating Summary		
Review and Submit		
	Back Next Eswe Close	

19. On the **Overall Rating Summary** page, enter any overall comments you have regarding your performance throughout the year. Once finished, click **Next**

Complete Self Evaluation	
Complete Self Evaluation I* Self Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31	Overall Rating Summary
(Actions) 01/01/2024 - 12/31/2024 ☞	TEAMMATE: This section will eventually display your overall rating score once completed by your direct people leader. Use the comment box to share any additional inform or thoughts which you feel important to include. This action is not required but strongly encouraged. Click Next.
Teammate Self-Evaluation	· · · · · · · · · · · · · · · · · · ·
Teammate Competencies	Employee Comment Normal V B I U A V III N L **
Teammate Smart Goals Attachments	
Indirect People Leader Comments	
Overall Rating Summary	
Review and Submit	
	Back Next 🗄 Save Close

20. On the *Review and Submit* page, review all your comments and confirm it all looks correct.

		LIFALILIFA.			_
Complete Self Evaluation I* Self Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31		 Takes steps to resolve issues or errors in work. Adheres to policitede regarding work schedule and leave time. Portrays dependability, including regular and reliable attendance. 			
11/01/2024 - 12/31/2024 Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals	Adaptability	Demonstrates a high degree of adaptability to change and focus on progress. Initiates innovative improvements both in reaction to change and in anticipation of shifting customer need, Jusiness process and priorities, or available resources. • Facilitates change. • Adjusts to change in outles. • Adjusts to change in	Comment		I
Attachments Indirect People Leader Comments					
Overall Rating Summary	Teammate Smart Goals			XIII PDF	
Review and Submit	Goal				
	Description				
	Submit Save for Later				·

21. Click **Submit** to send your evaluation to the next step. You may save for later if you need to pause and return to the evaluation at a later time.

***Note:** do NOT enter your comments in the comment box with an X below. This comment box is a Workday process comment box and any comment entered there will not appear on your evaluation.

01/01/2024 - 12/31/2024 Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals	Overall Rating Summary Employee Comment
Attachments Indirect People Leader Comments Overall Rating Summary	enter your comment
Review and Submit	Due 01/20/2025 Complete Self Evaluation for Performance Review- Awaiting Action Save for Later

Complete the Manager Evaluation | For People Leaders

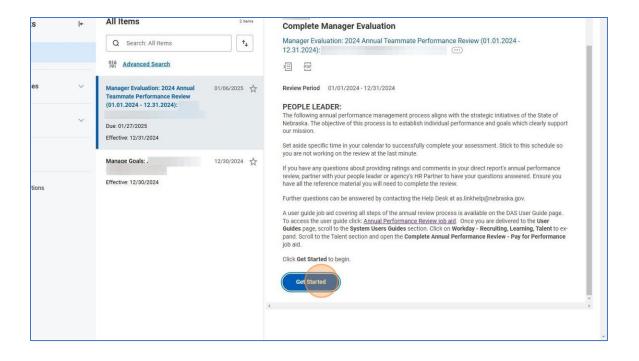
1. Go to your Workday homepage.

Welcor	ne	It's Monday, January 6, 2025
Awaiting	y Your Action	 Important Dates
	Manager Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): My Tasks - 27 second(s) ago	You have no important dates coming up.
	DUE 01/27/2025	Your Top Apps
	Manage Goals: My Tasks - 6 day(s) ago	Team Performance
Go to	My Tasks (2)	Benefits
Team Hi	ghlights	Jobs Hub - Internal Apply

2. Select the *Manager Evaluation* task in your Awaiting your Action inbox.

Welcome	It's Monday, January 6, 2025
Awaiting Your Action Manager Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): My Tasks - 27 second(s) ago DUE 01/27/2025 DUE 01/27/2025 Image Goals: My Tasks - 6 day(s) ago	Important Dates You have no important dates coming up. Your Top Apps
e <u>Go to My Tasks (2)</u> Team Highlights	Benefits

3. Click Get Started



4. On the *Teammate Self-Evaluation* page, enter any comments you may have regarding the teammate's answers.

(Actions) 01/01/2024 - 12/31/2024		Answer x
®	Question What is your other top competency as a teammate, and why do you	J believe this?
Teammate Self-Evaluation	Manager	Employee
Teammate Competencies Teammate Smart Goals Attachments	Answer Format \vee B I U A \vee III \otimes e ^a	Answer x
Indirect People Leader	Question As a teammate, identify a competency you would like to improve up	And the second
Comments	Manager	Employee
Overall Rating Summary Review and Submit	Answer Format \lor B I U A \lor ! \equiv \otimes z^n	Answer x
	Question A job related accomplishment from the last calendar year which I a	m most proud of:

5. Once you have added all your comments, click Next

ompetencies mart Goals		
mart ovais	Question Do I have the necessary tools to do my job?	
	Manager	Employee
ole Leader	Answer Format \lor B I U A \lor \coloneqq \checkmark	Answer x
ig Summary		
Submit		
	Back Next Save Close	

6. On the **Teammate Competencies** page, enter your ratings and comments for each competency. <u>Remember to support your ratings with fact-based comments and examples of performance from throughout the year.</u>

omplete Manager I+ valuation					
Ander Evaluation: 2024 nnual Teammate erformance Review (01.01 wmm) //01/2024 - 12/31/2024	performance review sco A short description of ea Comments are not requi	s section focus on the teamma re. ach competency is present for red but strongly encouraged.	your reference. A	ssign a rating for each competency and ac	i is worth 30% of the individual's overall annual dd any comments to support your work.
) Teammate Self-Evaluation	opon entering the rating	and comments, click Next to p	broceed to the rea	^	
Teammate Competencies	5 items				Π
) Teammate Smart Goals	Competency	Description	Weighting	Manager Evaluation	Employee Evaluation
Attachments Indirect People Leader Comments Overall Rating Summary Review and Submit	Accountable and Dependable	Takes responsibility for own conduct and adheres to policies and procedures. Portrays dependability, including regular and reliable attendance. • Demonstrates knowledge of position including deadines.	20	Rating *	Comment

7. Once you have entered all your Competency ratings and comments, the bottom of the screen will show the rating for the Competencies, which is 30% of the teammate's overall score. Click Next

eammate Self-Evaluation eammate Competencies eammate Smart Goals		work schedule and leave time. Portrays dependability, including regular and reliable attendance.		
ttachments	Adaptability	Domonstratos a bish	r1.	
direct People Leader omments verall Rating Summary eview and Submit	Manager Summa Overall Rating Weight Calculated Rating Rating Description	30	pectations of the	position and work is performed
	Back	Next) 🖹 Save	Close	e

8. On the *Teammate Smart Goals* page, enter your ratings and comments on each SMART goal. <u>Remember to enter fact-based comments and provide examples of performance from throughout the year.</u>

Complete Manager Evaluation Manager Evaluation: 2024 Annual Teammate Performance Review (01.01 Information O1/01/2024 - 12/31/2024 Teammate Self-Evaluation Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals Attachments Indirect People Leader Comments Overall Rating Summary Review and Submit	Image: The selection of the s	
	Back Next Save Close	

9. At the bottom of the page, you will see a calculated rating based on your SMART goal ratings (**Note:** this is the SMART goals only, not the overall rating). When you are finished evaluating the teammate's SMART goals, click **Next**

ammate Self-Evaluation	
ammate Competencies	> History
ammate Smart Goals	
tachments	· · · · · · · · · · · · · · · · · · ·
direct People Leader Imments Irerall Rating Summary Iview and Submit	Manager Summary Overall Rating Weight 70 Calculated Rating Rating Description Your performance meets the expectations of the position and work is performed
	Back Next Save Close

10. On the **Attachments** page, upload any documentation regarding the teammate's performance throughout the year. This is not required. Click **Next**

mplete Manager I+ aluation	
anager Evaluation: 2024	Attachments
Annual Teammate	
Performance Review (01.01	PEOPLE LEADER:
Actions	In this section please find any attachments your direct report may have included during their self-evaluation. NOTE: Attachments are not required by your direct report.
01/01/2024 - 12/31/2024	
0	As the direct people leader, you can also include any attachments you want associated with their annual performance review. The corresponding comments section is not required, but any information you feel important to share in relation to the attachments can be entered here. Including comments and attachments for your direct report is optional.
Teammate Self-Evaluation	Also a comment box for overall comments pertaining to all attachments is available to you. It is not required but any summary information you feel important to share in relation to the attachments is available.
Teammate Competencies	Click Next to proceed.
Coals Teammate Smart Goals	^
Attachments	Manager
Indirect People Leader	
Comments	Drop files here
Overall Rating Summary	
	or
Review and Submit	Select files
	Selectilles
	Back Rext Save Close

11. Do NOT enter any comments on the *Indirect People Leader Comments* page. This is a space for your manager to add their comments. Click Next

ete Manager I≁ tion	
Evaluation: 2024 eammate	Indirect People Leader Comments
ance Review (01.01	INDIRECT PEOPLE LEADER: This is section is reserved for the indirect People Leader to enter any overall comments pertaining to the teammate's performance. Comments are not required but
024 - 12/31/2024	strongly encouraged. Click Next to proceed.
	Click Next to proceed.
mmate Self-Evaluation	
mmate Competencies	Question Indirect People Leader Comments
mmate Smart Goals	Manager
achments	Answer Normal V B I U A V III S V
rect People Leader nments	
rall Rating Summary	
iew and Submit	
	Back Rox E Save Close

12. On the **Overall Ratings Summary** page, you can see the teammate's overall score (in this example it is 3.35). You may also add your overall comments regarding the teammate's performance throughout the year, as supported by their overall score and your comments throughout the evaluation. When finished, click **Next**

Complete Manager I+ Evaluation Manager Evaluation: 2024 Annual Teammate Performance Review (01.01 (Action) 01/01/2024 - 12/31/2024	Overall Rating PEOPLE LEADE Enter any final thoug Click Next		ring the review period from the previous calendar year.
Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals Attachments Indirect People Leader Comments Overall Rating Summary	Manager Calculated Rating Rating Rating Description Comment	3 - Meets (Rounded from 3.35) 3 - Meets Your performance meets the expectations of the position and work is performed at the level expected. You are competent and productive.	Employee Comment
Review and Submit	Back	Nect) 🗄 Save Close	

13. On the **Review and Submit** page, look over all your ratings and comments. To make edits, select that step from the list on the left-side of the page, make your changes, and return to the Review and Submit page.

ete Manager l← ion				
Evaluation: 2024 eammate Ince Review (01.01	Teammate Self-Evaluation		X	
	Question What is one of your top two compe	tencies as a Teammate, and why do you believe this?		
24 - 12/31/2024	Manager	Employee		
	Answer	Answer x		
mmate Self-Evaluation	Question What is your other top competency	as a teammate, and why do you believe this?		
mmate Competencies				
mmate Smart Goals	Manager	Employee		
ninate Sinart Goals	Answer	Answer x		
chments				
ect People Leader	Question As a teammate, identify a compete	ncy you would like to improve upon and why you feel this development is important.		
iments	Manager	Employee		
rall Rating Summary	Answer	Answer x		
iew and Submit	Question A job related accomplishment from	the last calendar year which I am most proud of:		
	Manager	Employee		
	Answer	Answer x		
		ave for Later		

14. If everything is accurate, you may click **Submit** to send the review to your manager (the teammate's indirect manager) to review your ratings.

***Note:** do NOT use the comment box at the bottom of this screen. Those comments will appear in the Workday process log, but they will NOT appear on the teammate's review. Enter your overall comments on the teammate's performance on the Overall Ratings Summary page.

	indirect Peopl	e Leader Comments		XIII POP
Complete Manager I+ Evaluation Manager Evaluation: 2024 Annual Teammate Performance Review (01.01 (Actions) 01/01/2024 - 12/31/2024	Question Indirect Manager Answer	People Leader Comments		
®				
C Teammate Self-Evaluation	Overall Rating	Summary		XIII PP
Teammate Competencies	Manager		Employee	
Teammate Smart Goals	Calculated Rating	3 - Meets (Rounded from 3.35)	Comment	
Attachments	Rating	3 - Meets		
Indirect People Leader Comments	Rating Description	Your performance meets the expectations of the position and work is performed at the level expected. You are competent and productive.		
Overall Rating Summary	Comment			
Review and Submit				
	enter your commen	t]	
	Submit	Send Back Save for Later		

You will also notice a **Send Back** button. This allows you to send the review back to previous steps for completion if they were not completed (e.g., the employee forgot to add a comment to

one of their Competencies). When you click on Send Back, a dialogue box will open for you to complete. **Ensure you send it back to the correct step.**

Send Back		
To *	Search	
Reason *	Review Content	
Su	lbmit Cancel	

Approve the Performance Review | Indirect People Leader

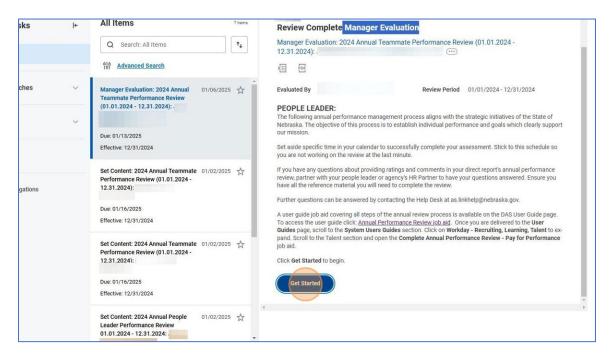
1. Go to your Workday homepage.

≡ menu	Nebrask	a	Q Search			Ç
	Let's G	et Started			It's Monday, January 6,	2025
	Awaitin		4 Annual Teammate Performance Review (01.	 01.2024 -	Important Dates You have no Importa	nt dates coming up.
		12.31.2024): . My Tasks - 35 second(s) ag DUE 01/13/2025		1 12 21 2024).	Your Top Apps	
		My Tasks - 4 day(s) ago	Il Teammate Performance Review (01.01.2024	+- 12.31.2024):	Team Perfor	mance
	-	Set Content: 2024 Annua	al Teammate Performance Review (01.01.2024	4 - 12.31.2024):	Benefits	

Select the *Manager Evaluation* task for your indirect report.
 *Note: Although you are reviewing and approving your direct report's evaluation, it will still be titled Manager Evaluation task in your inbox.

Let's G	et Started	
Awaiting	y Your Action	
	Manager Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): My Tasks - 35 second(s) ago DUE 01/13/2025	
8	Set Content: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): My Tasks - 4 day(s) ago DUE 01/16/2025	
e	Set Content: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024):	

3. You may have to go to your Workday inbox and find the correct task. Once you do, click Get Started



4. You will be able to see all the comments and ratings your direct report has entered, as well as all the comments the teammate has entered.

*Note: Please do NOT edit your direct report's comments. If you have comments on the

teammate's performance, you may enter those on the Indirect People Leader Comments page. If your direct report needs to make edits to their comments or ratings, you can send back the evaluation to the Manager Evaluation step (see guide below).

Review Complete I+ Manager Evaluation Manager Evaluation: 2024 Annual Teammate Performance Review (01.01 Antime 01/01/2024 - 12/31/2024 Evaluated By: Aleta 6 Sanfor	Plan and man Needs little to Autosave is enabled for this task, progress will save every 90 seconds. Question What is one of your top two competencies as a Teammate, and why do you believe this? Manager Answer Normal I Autosave is enabled for this task, progress will save every 90 seconds. Autosave is enabled for this task, progress Question What is one of your top two competencies as a Teammate, and why do you believe this? Answer Answer Answer Normal B I I Answer Answer Answer Image: Im	
Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals Attachments	Question What is your other top competency as a teammate, and why do you believe this? Manager Employee Answer Format Format B I I I I I I I I I I Answer x	
Indirect People Leader Comments Overall Rating Summary Review and Submit	Question As a teammate, identify a competency you would like to improve upon and why you feel this development is important. Manager Employee Answer Format Format B I I I I I I I I I I	
	Back Eswe Close	Ţ

Once you have reviewed the comments on this page, click Next

5. Review the ratings and comments on the *Teammate Competencies* page.

Vanager	5 items				
Evaluation	Competency	Description	Weighting	Manager Evaluation	Employee Evaluation
Manager Evaluation: 2024 Annual Teammate	Accountable and Dependable	Takes responsibility for own conduct and	20	Rating *	Comment
Performance Review (01.01		adheres to policies and		× 3 - Meets 🔚	
01/01/2024 - 12/31/2024 Valuated By: Aleta G Sanfor ⊕		procedures. Portrays dependability, including regular and reliable attendance. • Demonstrates knowledge		Your performance meets the expectations of the position and work is performed at the level expected. You are competent and productive.	
Teammate Self-Evaluation		of position including		Comment	
Teammate Competencies		deadlines. • Takes steps to			
Teammate Smart Goals		resolve issues or errors in			
Attachments		work. • Adheres to			
Indirect People Leader Comments		policies regarding work schedule			
Overall Rating Summary		and leave time. Portrays dependability,			
Review and Submit		regular and reliable attendance.			

6. Review the calculated Competencies rating, which is worth 30% of the teammate's overall score. Click Next

elf-Evaluation	Portrays dependability, including regular
Competencies	and reliable attendance.
mart Goals	Adaptability Demonstrator a high
5	Manager Summary
ple Leader	Overall Rating Weight 30
	Calculated Rating 3
ng Summary	Rating Description Your performance meets the expectations of the position and work is per
Submit	
	Back Next Save Close

On the Teammate Smart Goals page, review your direct report's ratings and comments.
 *Note: Again, please don't edit anything on these pages. If the ratings or comments need to be updated, you can send the review back to your direct report for adjustment. If you have comments to add, you may add them on the Indirect People Leader Comments page later in the process.

	! ≁				
Manager Evaluation		Due Date	12/31/2024		
Manager Evaluation: 2024 Annual Teammate Performance Review (01.01		Category	× Annual Performance Goal	Ч	I
Actions		Supports	:=		
01/01/2024 - 12/31/2024 Evaluated By: Aleta G Sanfor		Status	In Progress 💌		
•		Weighting	25		
C Teammate Self-Evaluation		Manager		Employee	
Teammate Competencies		Rating	* 3 - Meets 💌	Comment	
Teammate Smart Goals		Rating Descr	the position and work is performed at the level		
Attachments			expected. You are competent and productive.		
O Indirect People Leader Comments		Comment	Normal \checkmark B I U A \checkmark u^a := $ $ \otimes		
Overall Rating Summary					
Review and Submit		> Histo	ry		
	(Back	Next E Save Close		*

8. Review the calculated rating at the bottom of the page. This calculation is based *solely* on the Smart Goal ratings and is not the Overall Rating. Once you've reviewed the page, click **Next**

elf-Evaluation	> History
ompetencies	
nart Goals	
le Leader	Manager Summary Overall Rating Weight 70 Calculated Rating 35 Rating Description Your performance meets the expectations of the position and work is perf
g Summary ubmit	
	Back Next E Save Close

9. Review the submitted attachments (there may be none) and any comments on the attachments. Click **Next**

Review Complete i≁ Manager Evaluation Wanager Evaluation: 2024 Annual Teammate Performance Review (01.01 Performance	section is not required, our any information you reenimportant to share in relation to the attachments can be entered neter. Including comments and attachments for your direct report is optional. Also a comment bot for overall comments pertaining to all attachments is available to you. It is not required but any summary information you feel important to share in relation to the attachments is available. Click Next to proceed.	
Actions	Manager	
01/01/2024 - 12/31/2024 Evaluated By: Aleta G Sanfor		
•	Drop files here	
Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals Attachments	Select files Manager Summary Employee Summary	
Indirect People Leader Comments	Comment Format ∨ B I U A ∨ H≣ % c* Comment	
Overall Rating Summary		
	Back Next E Save Close	v

10. On the *Indirect People Leader Comments* page, you may enter any comments you have regarding the teammate's performance throughout the year.

Performance Review (01.01	This is section is reserved for the Indirect People Leader to enter any overall comments pertaining to the teammate's per strongly encouraged.
01/01/2024 - 12/31/2024 Evaluated By: Aleta G Sanfor 唇	Click Next to proceed.
Teammate Self-Evaluation Teammate Competencies Teammate Smart Goals Attachments	Question Indirect People Leader Comments Manager Answer
Indirect People Leader Comments	
Overall Rating Summary Review and Submit	
	Back Next E Save Close

11. After adding your comments, click Next

elf-Evaluation ompetencies	Question Indirect People Leader Comments Manager	
mart Goals	Answer Normal V B I U A V III &	
ile Leader		
g Summary		
lubmit		
	Back Next E Save Close	

12. Review the Overall Rating (in this example it is 3.35) and your direct report's overall comments on the teammate's performance. Then click **Next**

Review Complete				
Review Complete I← Manager Evaluation	Overall Rating	Summary		
Manager Evaluation: 2024 Annual Teammate Performance Review (01.01 (Actions) 01/01/2024 - 12/31/2024 Evaluated By: Aleta G Sanfor	PEOPLE LEADER: Enter any final thoughts or comments related to your direct reports performance during the review period from the previous calendar year. Click Next			
	Manager		Employee	
	Calculated Rating Rating Rating Description Comment	3 - Meets (Rounded from 3.35) 3 - Meets Your performance meets the expectations of the position and work is performed at the level expected. You are competent and productive. Format B I U A 言 词 y*	Comment	
Review and Submit				
	Back	Next E Save Close		

13. On the *Review and Submit* page, look over all the comments and ratings one more time. If the review is ready to present to the teammate, click Approve

Teammate Self-Evaluation	n Overall Rating	Overall Rating Summary		
Teammate Competencies	Manager			
Teammate Smart Goals	Calculated Rating	3 - Meets (Rounded from 3.35)		
Attachments	Rating	3 - Meets		
Indirect People Leader Comments	Rating Description	Your performance meets the expectations of the posit and work is performed at the level expected. You are competent and productive.		
Overall Rating Summary	Comment			
Review and Submit				
	Approve	Send Back Save for Later		

You will also notice a **Send Back** button. This allows you to send the review back to previous steps for completion if they were not completed (e.g., you'd like your direct report to change a comment or a rating). When you click on Send Back, a dialogue box will open for you to complete. **Ensure you send it back to the correct step**.

Indirect People I	Leader Comments
Question Indirect Pe	ople Leader Comments
Manager	
Answer	
	Send Back
	To * Search :=
Overall Rating S	Reason * Review Content - Set
Manager	Evaluation /ee
Calculated Rating 3	- N Complete Manager Evaluation for Performance Review
Rating 3	- Meets
Rating Description Y	our performance meets the expectations of the position

Once you have selected the **Complete Manager Evaluation for Performance Review** step, enter a brief reason why you are sending the review back. Coordinate with your direct report regarding specifics. If you send the evaluation back, you will receive this task again. Repeat the steps above and when the evaluation is ready, click **Approve**

Initiate To Do Task | For People Leaders

It is now time to schedule and have the performance conversation with your teammate. Workday provides a reminder task. You must schedule the meeting as you would a normal meeting or one-on-one (using an Outlook calendar invite, for example).

1. Go to your Workday homepage and click the **Schedule Review Presentation with your Direct** *Report* task.

≡ menu	Nebraska	Q Search			¢° 🗗
	Good Morning,		It	's Monday, January 6, 2025	
		tation with your Direct Report: Manager Evaluation: 2024 Annual Review (01.01.2024 - 12.31.2024):	-	Important Dates You have no Important dates com	ing up.
	DUE 01/13/2025 Manage Goals: My Tasks - 6 day(s) ago			Your Top Apps	
	Go to My Tasks.(2) Team Highlights			Benefits	ly
				In	

2. To download or print a copy of the completed evaluation, click the **three dots** following the **Overall Process** link.

S I⁴	All Items 2 Items Q Search: All Items the Advanced Search	会 ② 『 Created: 01/06/2025] Due: 01/13/2025] Effective: 12/31/2024 Complete To Do Schedule Review Presentation with your Direct Report … 垣 隠
es v	Schedule Review Presentation with your Direct Report: Manager Evaluation: 2024 Annual Tearmate Performance Review (01.01.2024 - 12.31.2024): Due: 01/13/2025 Effective: 12/31/2024	For Overall Process 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024):
tions	Manage Goals: 12/30/2024 🟠	enter your comment

3. Hover over *Talent* and *click View Printable Employee Review*. This will open the review in Workday. (It can also be found under the teammate's Workday profile. Go to their

Performance page, and then the Performance Reviews tab. Click View if there is no PDF link already there.)



4. When looking at the review in Workday, click the *printer icon* on the left side of the screen to download a PDF version of the entire review.

View Printable Employee I+ Review	
Manager Evaluation: 2024 Annual Teammate Performance Review (01.01	Teammate Self-Evaluation
Actions	Question What is one of your top two competencies as a Teammate, and
01/01/2024 - 12/31/2024 Evaluated By:	Manager
•	Answer
Teammate Self-Evaluation	Question What is your other top competency as a teammate, and why
Teammate Competencies	Manager
Teammate Smart Goals	Answer
Attachments	Question As a teammate, identify a competency you would like to impr

5. Click OK

Actions	Question What is one of your top two competencies as a Teammate, an
01/01/2024 - 12/31/2024 Evaluated By: Aleta G Sanfor	Manager
•	Adapted
Teammate Self-Eva A printable Review Document i	s being generated. When your file is ready for download, you will be able to access the docur
Teammate Competingent	Manager
Teammate Smart G	father .
Attachments	Question As a teammate, identify a competency you would like to impro
Indirect People Leader Comments	Manager
Overall Rating Summary	Answer
	Auestion A inh related accomplichment from the last calendar year whi

6. To find the PDF, go to your *Notifications*

Notifications

7. Click the link on the Document Available notification for the evaluation PDF

ons	
Sort By: Newest V From Last 30 Days	Document Available 17 second(s) ago
2024 Annual Teammate (01.01.2024 - 12.31.2024) w available in My Reports	2024 Annual Teammate Performance Review (01.01.2024 - Details 12024 Annual Teammate Performance Review (01.01.202
: 2024 Annual Teammate w (01.01.2024 - 12.31.2024): ce Review Step Assigned	
ofpoint Security Training Assigned	

8. Download the PDF

. 1 of 5	>		Q	Q		₽
				¢.	ownload P	D-
	2024 Annual Teammate					
	Performance Review (01.01.2024 -					
	12.31.2024)			Æ	E	
	Organization: I					
	Location: NDOT	telate los t		20000		
	01/01/2024 - 12/31/2024	lable in N	иу кер	orts		

9. Return to the *To-Do task* in your Workday Awaiting Your Action inbox

	¢0	6	
	X		e
ual Teammate Performance Review (01.01.2024 - 12.31.2024) 01_06_2025.pdf is now available in My Reports 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024) 01_06_2025.pdf			

10. Enter the date you presented the evaluation to the teammate in the comment box. Click **Submit** to indicate that you have met with the teammate and the evaluation is ready for digital signatures.

ks	+	All Items 2 items	☆ 양 L ¹ Created: 01/06/2025 Due: 01/13/2025 Effective: 12/31/2024
		Q Search: All Items	Complete To Do Schedule Review Presentation with your Direct Report
		dlà Advanced Search	제 66
hes	>	Schedule Review Presentation with your Direct Report: Manager Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): Due: 01/13/2025 Effective: 12/31/2024	For Overall Process 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): Overall Status In Progress Instructions Please schedule a time to meet with your direct report to conduct the review presentation.
ations		Manage Goals: 12/30/2024	enter your comment
			submit Save for Later Close

Acknowledge the Performance Review | For People Leaders

1. A new task, *Provide Manager Review Comments*, will immediately appear in your inbox. Open that task to add your digital signature to the evaluation.

= '	MENU Nebraska		Q Search		4
Ē) My Tasks	≁	All Items You have marked as O Up Next: Prov Due Date 01/27/2025	L	X 01/27/2025 Effective: 12/31/2024
			Advanced Searc View Details		ments
e	Saved Searches	~	Manager Evaluation: 20 Teammate Performanc (01.01.2024 - 12.31.202+9):	971 and	mmate Performance Review (01.01.2024 - 12.31
	Filters	~	Due: 01/27/2025 Effective: 12/31/2024	Evaluated By) Review Period 01/01/2024 - 12/31/202
	Archive		Manage Goals: 12/30/2024	Please look over the read-only summary	of the completed review. Acknowledge the review complet ammate, along with any final comments.
₽,	Manage Delegations		Effective: 12/30/2024	Click Submit when done.	

2. Click Next



3. Click Acknowledge Review with/without Comments. If you have comments, add them in the first comment box, not the second box (comments entered there will not appear on the final evaluation).

Provide Manager Review Comments		
Manager Evaluation: 2024 Annual Teammate Performance Review (01.01 (Actions)	Acknowledgement	
01/01/2024 - 12/31/2024 Evaluated By: .	Status * Search := Acknowledge Review without Comments S Comments	K ²
Summary	v	h
Acknowledgement	enter your comment	
	Process History	
	Due 01/27/2025 Complete Manager Evaluation for Performance Review- Submitted	
	Review Complete Manager Evaluation – Not Required	
	Review Complete Manager Evaluation – Not Required	

4. Click Submit

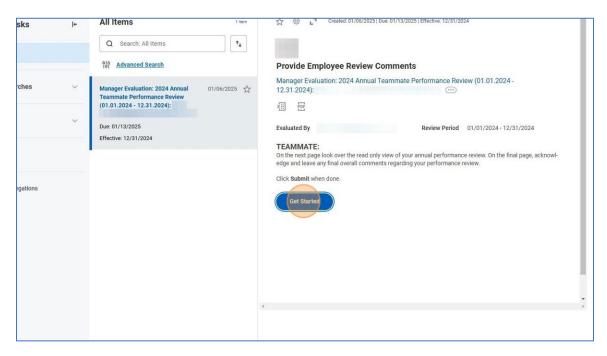
Summary	
Acknowledgement	enter your comment
	Process History
	Due 01 Complete Manager Evaluation for Performance Review- Submitted
	Review Complete Manager Evaluation - Not Required
	Review Complete Manager Evaluation – Not Required
	Due 01. Review Complete Manager Evaluation – Approved
	Deview Complete Manager Evolution - Not Devived
	Submit Save for Later

Acknowledge the Performance Review | For Teammates

1. Go to your Workday homepage and click on the *Manager Evaluation* task. This is the task where you acknowledge your manager's evaluation of your performance and provide your digital signature.

Let's Get Started	It's Monday, January 6, 2025
Awaiting Your Action Manager Evaluation: 2024 Annual Teammate Performance Review (01.01.2024 - 12.31.2024): My Tasks - 26 second(s) ago DUE 01/13/2025	Your Top Apps Benefits Jobs Hub - Internal Apply
☐ <u>50 to My Tasks (1)</u>	Performance
Timely Suggestions Here's where you'll get updates on your active items.	88 View All Apps

2. Click Get Started



3. Click Next



4. Click the Status field and acknowledge the review with or without comments

	Employee	
e Review without Comments	Status * Search	=
	Comment	C Ry
09:19		

5. If you have comments, leave them in this comment box. The comment box below is for the Workday process and comments left in that box with NOT appear on the final evaluation.

Provide Employee Review I+ Comments Manager Evaluation: 2024	Acknowledgement	
Annual Teammate Performance Review (01.01 (Actions)	Manager	Employee
01/01/2024 - 12/31/2024 Evaluated By:	Status Acknowledge Review without Comments Comment Acknowledged By Acknowledgement Date 01/06/2025 09:19	Status * Acknowledge Review with E Comments Comment
Acknowledgement	enter your comment	

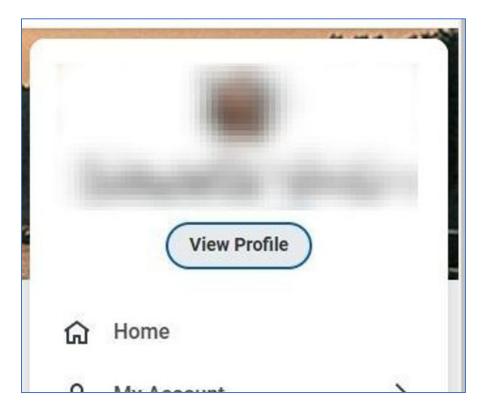
6. When you finish adding your digital acknowledgement and any comments, click Submit

	Acknowledgement Date 01/00/2020 09.19
Acknowledgement	enter your comment
	Due 01
	Due 01
	Submit Save for Later

7. To *view your final performance review* (and any past performance reviews completed in Workday [2023 and after]), go to your *Workday profile* by clicking on your picture in the top right corner.



8. Click View Profile



9. Click Performance

	8		品
	Phone	Email	Team
問	Summ	iarv	
Ē	Job		
		ensation	
	Benefi		
	Conta		
8	Perso		
	Overvi	iew	
	Perfor	mance	
		More (2)	

10. Click Performance Reviews

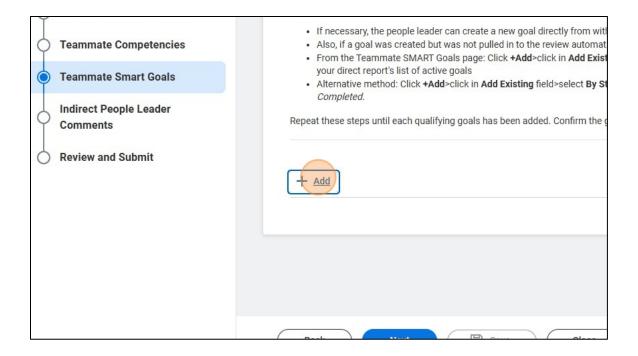
lebraska			Q Search		
– Dur Navigation	×	Individual Goals	Performance Review	s Competencies	Archived Goals
find, add, and remove ne menu. <u>Skip for now</u>		5 items	Goal Section Group Goal	Description	Organization Alignment Catego
tions mail Team					

11. Click View to look at the review or Create New PDF to print a downloadable copy

eview	Review Period Start Date	Review Period End Date	Manager Rating	View Review	Create Review PDF
)24 Annual Teammate Performance eview (01.01.2024 - 12.31.2024):	01/01/2024	12/31/2024	3 - Meets	View	Creite New I DF
		J]		1
					1

Add or Remove Goals from Performance Review

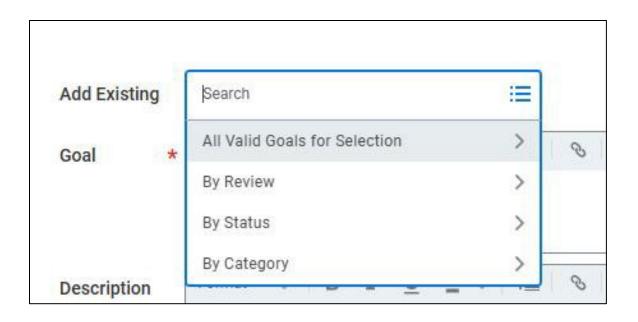
- 1. Go to your *Workday homepage* and click either the *Set Content* or *Self-Evaluation* step in your inbox. This example uses the Set Content step, but the process in the Self-Evaluation step is the same.
- 2. Go into the task and go through the first two steps:
 - a. **Teammate Self-Evaluation** filling in the questions on top competencies and tools to do your job.
 - b. *Teammate Competencies* filling in the comments section.
- 3. On the *Teammate SMART Goals* page, if there are 2025 goals, those need to be removed from the review. If 2024 goals are missing, they need to be added. Note that in this example, no goals pull on the evaluation. All the goals from the evaluation period must be added manually.
 - a. To add goals: click Add



b. Click in the Search box.

									^	
Add										
							_			
Add Existing	Search					(:=			
Goal *	Format	~	В	ΙĽ	<u>j</u> <u>4</u>	• ~	:	S		e ²
Description	Format	~	R	7 1	1 4		:=	0		ني ا
	Format	\sim	в	IL	2 4	1 V	:=	9		1

c. Click All Valid Goals for Selection (or you can use any option to find the goals)



d. Select the first goal to add in

1/2024	 From the Teammate your direct report's li 	2023 CHALLENGE OUR BUSINESS PRACTICE Existing field>select All Vali
	Alternative method: or Completed.	2023 ENGAGE OUR PARTNERS 39 Status>select appropriate
	Repeat these steps until ea	○ 2023 SERVE OUR CUSTOMERS
If-Evaluation	-	2024 CHALLENGE OUR BUSINESS PRACTICE - (Pending Approval)
mpetencies	1.44	
nart Goals	+ Add	(Pending Approval)
le Leader		2024 SERVE OUR CUSTOMERS - (Pending Approval)
	Add Existing	Search :=
ubmit	Goal *	Format v B I U A v III %
	Description	Format v B I <u>U</u> <u>A</u> v := %

i. If you're not sure which goal is the correct one, click the three dots next to the goal title to open a dialog box that shows you the goal details.

	Q Search	Goal	
he SMART	ining to your SMART goals. This action is not Goal section makes up 70% of your final scor	(Pending app	proval)
oceed.		Goal	2024 ENGAGE OUR PARTNERS
		Description	
		Category	Annual Performance Goal
Existing	Search :=	Weight	33
*	← All Valid Goals for Selection	Due Date	12/31/2024
	2023 CHALLENGE OUR ···· BUSINESS PRACTICE ····	Status Created by	In Progress
	O 2023 ENGAGE OUR PARTNERS		
ription	2023 SERVE OUR CUSTOMERS	Editable	Yes
	2024 ENGAGE OUR PARTNERS -	Histo	ry

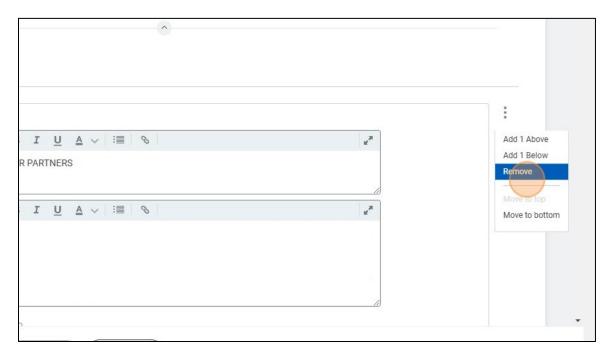
- e. When you select the goal title, it will automatically populate the rest of the details. Then continue to add the remaining goals.
- f. Once you have added all the goals, check that the weights add up to 100

2.31	Due Date 12/31/2024
24	Category × Annual Performance Goal
	Supports ⋮≡
raluation	Status In Progress 🔻
tencies	Weighting 33
Goals	
ader	
it	Add Existing × 2024 CHALLENGE OUR BUSINESS PRACTICE - (Pending Approval)

4. To remove a goal, on the right-hand side of the goal, click the three dots

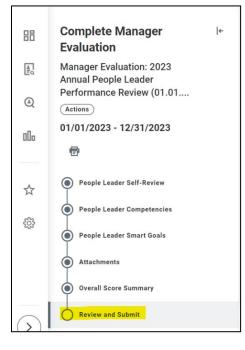
s has been added. Confirm the goals pulled in have a due date of :	2024.	
^		
	u ²	
R PARTNERS		
I U A V III V	Real Provide American Americ	
swer questions and to interpret the statutes, policies, and regulati is, signs, and junkyards. Continue to retain a strong relationship w ents while developing and maintaining new customer/client relation	ith existing cus-	

5. Click Remove



Send Back Performance Review

- 1. Click into the teammate's review in your inbox, then click Get Started.
- 2. Go to the *Review and Submit* page using the menu on the left of the page.



3. Scroll to the bottom of the *Review and Submit* page and click Send Back.

	Nebraska	Q Search		↓ ¹³ ≟ ³⁷
	Complete Manager Evaluation Manager Evaluation: 2023 Annual People Leader Performance Review (01.01 (Actions)	le Comment Employee Comment		
ol₀ ☆	01/01/2023 - 12/31/2023	0		
ŝ	People Leader Competencies People Leader Smart Goals Attachments Overall Score Summary	Process History Duc Complete Manager Evaluation for Performance Review- Awaitin	e 02/18/2024 ng Action	ļ
\bigcirc	Review and Submit	Submit Send Back Save for Lat	ter	

4. In the *To* field, select the step you need to send the review back to. Make sure you send it back to the correct step. If you send it back to the Set Content step, you have to walk through all the review steps again.

Send Back					
То	*	Search	:=		
Reason	*	 Set Review Content X Previously Awaiting Person: Complete Self 			
$\left(\right)$	Sı	Evaluation Cancel			

5. Type in a reason for why you're sending this review back to a previous step. It can be simple and short.

Send Back					
То	*	$_{ imes}$ Previously Awaiting Person:			
		Complete Self Evaluation			
Reaso	on *				
$\left(\right)$	Su	omit Cancel			

6. Click **Submit**. It will then go to that person's Workday inbox for them to do that step.

Manage Learner Enrollment

Learners can be enrolled in courses with or without due dates.

Learner Self-Enroll

- 1. In *Workday Learning app*, select the desired course.
- 2. Click Select Offering or Enroll.
- 3. Complete the enrollment steps as indicated on the screen.

	Nebraska	Q Search			
+ G ₽		NDOT Supervisor Fundam Designed for supervisors that are new to NDOT and new to being take this course within 90 days of becoming a new supervisor. D communication and respect and civility in the workplace.	supervisors. New Supervisors should	Good Life.	Creat Journey.
		Lessons in This Course Additional Course Details		Ē s	ielect Offering
		Lessons in This Course	Completes 0/1 Classroom	☆☆☆☆☆(1) Duration 480 minutes Delivery Mode In-Person	Lessons 1

Enroll Your Team

Supervisors are only able to enroll their direct reports. If you are in a higher level position and need to enroll the team of your direct reports, contact your designated Training Coordinator.

- 1. In the *Workday Learning app*, select the desired course you wish you enroll your teammates in.
- 2. Select Enroll My Team.

≡ menu	Nebraska	Q Search		
л Са Ш Ш		NDOT Supervisor Fundamentals Dates of the supervisors of the supervisors are not to NDOT and new to being supervisors. New Supervisor course within 90 days of becoming a new supervisor. Day one covers team but communication and respect and civility in the workplace.	pervisors should	NEBRASKA Good Life. Great Journey. DEPARTMENT OF TRANSPORTATION
		Lessons in This Course Additional Course Details Lessons in This Course 1 In-Person Supervisor Fundamentals Day 1	Completed 0/1 Classroom	E Select Offering ★★☆☆☆ (1) Duration Lessons 480 minutes 1 Delivery Mode In-Person
	,	You Might Also Be Interested In		De see
		NEBRASKA Good Life. Great Journey. DEPARTMENT OF TRANSPORTATION	1	Interested in your feam doing this course? <u>A), Mass Enroll</u> 8 Enroll My Team

3. If the course has multiple offerings, check the box next to the desired offering you wish to enroll your team in, then select **OK**.

Iters Applied					Saved Filters	select one	•
Offerings 11	items						Ŧ
t Offering	Start Date	End Date	Attendance Type	Location	Availability	Offering Number	Status
	Wed, Oct 18, 2023, 8:30 AM Central Time (Chicago)	Wed, Oct 18, 2023, 4:30 PM Central Time (Chicago)	In-Person		Full	134980	Open
	Wed, Oct 18, 2023, 8:30 AM Central Time (Chicago)	Wed, Oct 18, 2023, 4:30 PM Central Time (Chicago)	In-Person		20 out of 20 Seats Available	134985	Open
	Tue, Nov 14, 2023, 8:30 AM Central Time (Chicago)	Tue, Nov 14, 2023, 4:30 PM Central Time (Chicago)	In-Person		1 out of 28 Seats Available	134979	Open
	Tue, Nov 28, 2023, 8:30 AM Central Time (Chicago)	Tue, Nov 28, 2023, 4:30 PM Central Time (Chicago)	In-Person		4 out of 20 Seats Available	134981	Open
	Wed, Dec 13, 2023, 8:30 AM Central Time (Chicago)	Wed, Dec 13, 2023, 4:30 PM Central Time (Chicago)	In-Person		11 out of 20 Seats Available	134982	Open
	Wed, Jan 31, 2024, 8:30 AM Central Time (Chicago)	Wed, Jan 31, 2024, 4:30 PM Central Time (Chicago)	In-Person		Full	134983	Open
	Tue, Apr 9, 2024, 8:30 AM Central Time (Chicago)	Tue, Apr 9, 2024, 4:30 PM Central Time (Chicago)	In-Person	NDOT The Hill - Lincoln	17 out of 20 Seats Available		Open
	Mon, Jun 24, 2024, 8:30 AM Central Time (Chicago)	Mon, Jun 24, 2024, 4:30 PM Central Time (Chicago)	In-Person	NDOT D3 HQ - Norfolk	20 out of 20 Seats Available		Open
	Wed, Aug 21, 2024, 8:30 AM Central Time (Chicago)	Wed, Aug 21, 2024, 4:30 PM Central Time (Chicago)	In-Person	NDOT D6 HQ - North Platte	18 out of 20 Seats Available		Open
	Wed, Oct 9, 2024, 8:30 AM Central Time (Chicago)	Wed, Oct 9, 2024, 4:30 PM Central Time (Chicago)	In-Person	NDOT The Hill - Lincoln	20 out of 20 Seats Available		Open
	West Dec. 14, 0004, 0.00, 114	1014 D.1.11 0004 100 DH		UDATES INCOME.	00 - 14 - 6 00 0 - 14 - 14 - 14 - 14 - 14 - 14 - 14		· · · ·

4. Under Assigned as Required Learning, select Yes or No.

Review	leview						
NDOT Supervisor Fundament	NDOT Supervisor Fundamentals Day 1						
Dates Tue, Apr 9, 2024, 8:30 AM Central Tir	Dates Tue, Apr 9, 2024, 8:30 AM Central Time (Chicago) - 4:30 PM Central Time (Chicago)						
Designed for supervisors that are new to NDO	Designed for supervisors that are new to NDOT and new to being supervisors. New Supervisors should take this course within 90 days of becoming a new supervisor. Day one covers team building, communication and respect and civility in the workplace.						
Seats Available 17	Seats Available 17						
Assign as Required Learning							
⊖ Yes							
O No							

a. If you select Yes, a *Due Date* field will appear. Select either **Date** or **Duration**.

Due Date Type select one 💌
select one
Date
Duration

b. If you select **Date**, assign the date for which the training needs to be completed by.

Due Date		
Due Date Type	Date	•
Due Date *	MM/DD/YYYY	

c. If you select **Duration**, indicate the **Duration Unit** (Days, Weeks, Months, Years) then enter a numerical value in the **Duration** field. Example: If you want your staff to complete the training within 30 days, select **Days** for Duration Unit, then enter **30** for

Duration.				
Due Date				
Due Date Type		Duration	•	
Duration Unit	*	select one	•	
Duration	*	0		

- 5. Check the box next to all teammates you wish to enroll in the training.
 - a. If you want to enroll your entire team, check the box at the top of the column to select all teammates.

Wo	rkers Ine	ligible			
Wo	rkers 7 item			= □	5
		Photo	Name	Location	
			Jeffrey L Kappius (80006782)	NDOT D2 - ERhom	*
			Ryan A Herman (80017490)	NDOT D2 - Ekhorn	
			John C Zymola Jr (80038697)	NDOT D2 - Ekhorn	
			Randy W Adams (80040058)	NDOT D2-Eikhorn	
			Dominique N Davis (Dom N Davis (80046834)	NDOT D2 - Elkhorn	
			Tyler Jeffrey Scott Moore (80047687)	NDOT D2 - Ekhorn	
			Loals Ulferts (80048031)	NDOT D2 - Elihorn	÷
4				*	

b. If teammates are already enrolled in the training, they will appear as Ineligible on the enrollment page.

			Error
Photo	Name	Location	
	Ryan A Herman (80017490)	NDOT D2 - Elkhorn	Ryan A Herman (90017490) is not eligible for enrollment in this content.
	Taylor S Cascaden (80031578)	NDOT D2 - Elkhorn	Taylor S Cascaden (80031578) is not eligible for enrollment in this content.
0	John C Zymola Jr (80038697)	NDOT D2 - Elkhorn	John C Zymola Jr (80036697) is not eligible for enrollment in this content.
63	Randy W Adams (80040056)	NDOT D2 - Elkhorn	Randy W Adams (80040058) is not eligible for enrollment in this content.
	Dominique N Davis Dom N Davis (80046834)	NDOT D2 - Elkhorn	Dominique N Davis (Dom N Davis (80046834) is not eligible for enrollment in this content.
	Tyler Jeffrey Scott Moore (80047687)	NDOT D2 - Elkhorn	Tyler Jeffrey Scott Moore (80047687) is not eligible for enrollment in this content.
	Louis Ulferts (80048031)	NDOT D2 - Elkhorn	Louis Ulferts (80048031) is not eligible for enrollment in this content.

6. Once you have selected all the teammates you wish to enroll, click Submit.



7. After you click Submit, you will be redirected to a confirmation page. Click **Done**.

Manager Enroll: NDOT Supervisor Fundamentals Day 1 🚥
Process Successfully Completed
> Details and Process
Done

Learner Self-Drop

Learners can self-drop from self-enrolled courses with no approval process intervention.

- 1. In the Workday Learning app, select My Learning.
- 2. Scroll down and click Drop Enrollment.
- 3. Enter and select the course to drop.
- 4. Select the Drop Reason.
- 5. Click **OK**, then **Done**.

	← All Reasons
	All Reasons > Changed My Mind
	All Reasons > Conflicting Job Duties
Drop Learning Enrol	All Reasons > Course Description was Misleading
brop ceaning chior	All Ressons > Different Instructor Preferred
	All Reasons > Illness
(Diop	All Reasons > Location lant Convenient
NDOT Matu	IFIE All Reasons > Other
1	AT Passan - Passand
Drop Reason	Search

Learnin	ng	le.				0 of 1 man
C Les	aming Admin	_	Go to Lesson 1	→	i	Go to Less
G Lei	arning Home					
ШМу	Learning		E	View Your L Access your le	-	
Dis	cover			View Learning	Transcript →	
L	nks	~				
M	y Transcript			Need to Dro	p an Enrolln	nent?
Tn	aining			Drop enrolimer	its for your lear	ming conten
То	tal Training Hours Compl			Drop Enrollme	nt →	
Br	owse Learning Content					

Batch Drop Enrollment

- 1. In the **Workday Learning app**, select the desired course you wish to drop for your teammate(s).
- 2. Click Drop Batch Enrollment.

Designed for supervisors that are new to NDOT a take this course within 90 days of becoming a ne communication and respect and civility in the wo	and new to being supervisors. New Su w supervisor. Day one covers team b	pervisors should	Good Life. Great Journey.
Lessons in This Course Additional Course Det	tails		🖻 Select Offering
Lessons in This Course		Completed 0/1	★★☆☆☆ (1)
1 In-Person Supervisor Fundamentals Day 1		Classroom	Duration Lessons 480 minutes 1 Delivery Mode In-Person
u Might Also Be Interested In			Save
NEBRASKA Good Life. Great Journey. DEPARTMENT OF TRANSPORTATION			Interested in your team doing this course?
			Drop enrollments for others? Batch Drop Enrollment

3. If the course has multiple offerings, check the box next to the offering, then click **OK**.

lass Drop b	y Role						
lect an offering on	the Open Offerings or In Prog	ress / Closed tab.					
Open Offerings	In Progress / Closed						
No Filters Applied					Saved Filters	select one	•
Open Offerings 11	items						
Select Offering	Start Date	End Date	Attendance Type	Location	Availability	Offering Number	Status
	Wed, Oct 18, 2023, 8:30 AM Central Time (Chicago)	Wed, Oct 18, 2023, 4:30 PM Central Time (Chicago)	In-Person		Full	134980	Open
	Wed, Oct 18, 2023, 8:30 AM Central Time (Chicago)	Wed, Oct 18, 2023, 4:30 PM Central Time (Chicago)	In-Person		20 out of 20 Seats Available	134985	Open
	Tue, Nov 14, 2023, 8:30 AM Central Time (Chicago)	Tue, Nov 14, 2023, 4:30 PM Central Time (Chicago)	In-Person		1 out of 28 Seats Available	134979	Open
	Tue, Nov 28, 2023, 8:30 AM Central Time (Chicago)	Tue, Nov 28, 2023, 4:30 PM Central Time (Chicago)	In-Person		4 out of 20 Seats Available	134981	Open
	Wed, Dec 13, 2023, 8:30 AM Central Time (Chicago)	Wed, Dec 13, 2023, 4:30 PM Central Time (Chicago)	In-Person		11 out of 20 Seats Available	134982	Open
	Wed, Jan 31, 2024, 8:30 AM Central Time (Chicago)	Wed, Jan 31, 2024, 4:30 PM Central Time (Chicago)	In-Person		Full	134983	Open
	Tue, Apr 9, 2024, 8:30 AM Central Time (Chicago)	Tue, Apr 9, 2024, 4:30 PM Central Time (Chicago)	In-Person	NDOT The Hill - Lincoln	10 out of 20 Seats Available		Open
	Mon Jun 24 2024 8:30 AM	Mon .lun 24. 2024. 4:30 PM	In-Person	NDOT D3 HO - Norfolk	20 out of 20 Seats Available		Open

4. Click in the *Drop Enrollment Reason* field, then click All Reasons.

Mass	Mass Drop by Role								
NDOT	NDOT Supervisor Fundamentals Day 1								
Dates	Dates Wed, Jan 31, 8:30 AM Central Time (Chicago) - 4:30 PM Central Time (Chicago)								
Designed	for supervisors that are new to NDOT a	and new to being supervisors. New Supervisors should take this course within 90	days of becoming a new supervisor. Day one covers team building, communicat	tion and respect and civility in the workplace.					
Drop Enro	Bearch	=							
Enrolled 2	All Reasons	>		<u>⇒</u> ⊡ ".					
	Photo	Name	Location	Organization					
		Taylor S Cascaden (80031578)	NDOT D2 - Elkhorn	NDOT D2 (David A Casper (125521))					
	E	John P Dukes (80004712)	NDOT D2 - Elkhorn	NDOT D2 (David A Casper (125521))					
٠.				- 					

5. A dropdown will appear under *All Reasons*, select the reason for dropping enrollment.

Drop Enrollment Reason		Search	
Enrolled 2 items		← All Reasons	
		All Reasons > Changed My Mind	
	Photo	○ All Reasons > Conflicting Job Duties	
	60	All Reasons > Course Description was Misleading	31578)
		All Reasons > Different Instructor Preferred	2)
		○ All Reasons > illness	2)
4	~	○ All Reasons > Location Isn't Convenient	
4		○ All Reasons > Other	
Enrolled - Pendi	ng Prerequisit	All Reasons > Personal	
		○ All Reasons > Scheduling Conflict	Locati
		○ All Reasons > Weather	

6. Check the box next to the teammates you wish to drop from the training, then select OK.

Enrolled 2 items	wolled 2 films 2 selected 🕎 🐨 🖬 📲									
	Photo Name L		Location	Location			Organization			
			Taylor S Cascaden (80031578)		NDOT D	NDOT D2 - Elikhorn			NDOT D2 (David A Casper (125521))	•
			John P Dukes (80004712)		NDOT D2 - Elkhorn				NDOT D2 (David A Casper (125521))	
4)
Enrolled - Pendir	ng Prerequisites 0	items								± ⊡ r.
		Name		Location				Organization		
						No Data				
Pending Approva	al 0 items									≂ 🗆 .º 🎟 🖽
Name			Location	ion			Organization			*
	No items available.									

7. You will be redirected to a confirmation page that the Learning Mass Drop was completed.

	Nebraska	Q Search	
Concurr	ent Job Redirect View Learning Mass Drop (03/21/2024, 11:39:1	15.433 AM) •••	
Job Definition Job Status	Learning Mass Drop Completed		