

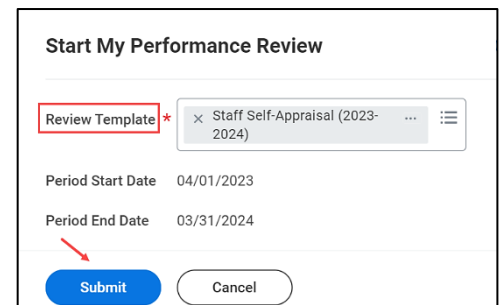
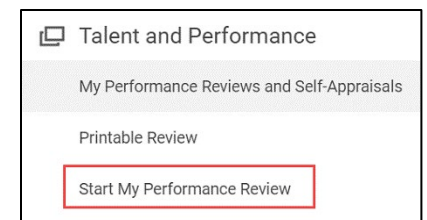
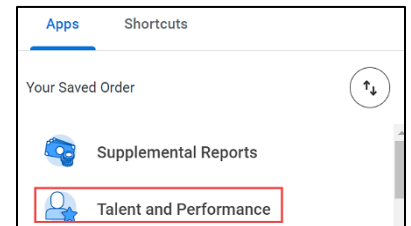
# COMPLETE/CANCEL SELF-APPRAISAL IN WORKDAY



Self-appraisals may be completed and canceled in Workday. Forms completed in Workday **will automatically route** to your manager upon submission.

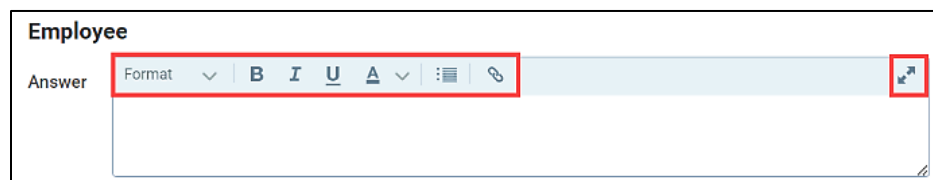
## Complete Self-Appraisal

1. Select **Talent and Performance** app under Global Navigation menu or use **Search** type **Talent and Performance** select it from list
2. Under the Talent and Performance menu, select **Start My Performance Review**
3. Select the prompt in the Review Template field, and then **Staff Self-Appraisal 2023-2024** (review period start and end dates will default in)
4. Select **Submit** and **Open (Start Performance Review Confirmation)**
5. Select **Get Started** to begin



## Self-Assessment Section

- Review each question and use the answer field to document your response for each item; formatted text options include:
- **Font-Bold-Italic-Underline-Emphasis-Bullet**
- Links to external content
- Expansion arrows to enlarge response box



# COMPLETE/CANCEL SELF-APPRAISAL IN WORKDAY

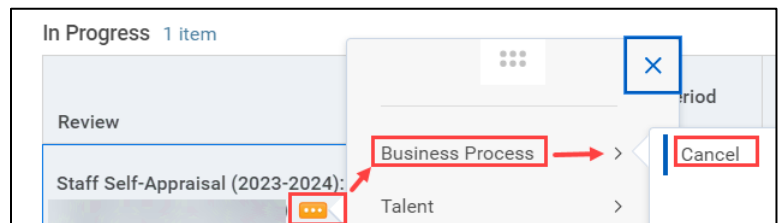


6. Select **Next** to save changes and **Submit** or **Save for Later**
7. Once submitted, the review will be accessible in 2 locations:  
**#1**-Under the **Talent and Performance** app>**My Performance Reviews and Self Appraisals**  
**#2**-Workday homepage **Profile>View Profile>Performance Tab>Performance Reviews**
8. From **Performance Reviews** screen you can **View** or **View & Download PDF** version of form to print, or share electronically with your manager

## Cancel In Progress Self-Appraisal

### Option #1

- Access reviews from **Talent and Performance** app under Global Navigation
- Select the related actions next to the **Staff Self-Appraisal**
- Hover over Business Process
- Select **Cancel** and add comment
- Select **Submit**



### Option #2

- Go to **My Tasks>Archive** tab
- Select Self-Appraisal from list of Inbox items
- Select **Cancel** and add comment
- Select **Submit**

