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
- 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 2024-2025** (review period start and end dates will default in) Start My Performance Review
- 4. Select Submit and Open (Start Performance Review Confirmation)
- 5. Select **Get Started** to begin

Start My Perio	
Review Template	★ Staff Self-Appraisal (2024- 2025) :=
Period Start Date	04/01/2024
Period End Date	03/31/2025
	Cancel

Menu

Apps

Your Saved Order

(AWA)

Shortcuts

Talent and Performance

Alternative Work Assignment

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Self-Assessment Section

- 1. 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

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Answer	Format	∨ B	I	U	$\underline{A} \ \lor \ \ :\equiv \ \ \mathrel{\otimes}$	×	27

2. Select Next to save changes and Submit or Save for Later



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Review Submitted Self-Appraisal

Once submitted, the review will be accessible in 2 locations:

- 1. Talent and Performance app:
 - a. Select Talent and Performance from your Global Navigation Menu
 - b. Select My Performance Reviews and Self Appraisals

2. Worker Landing Page

- a. Select the **profile icon** in the top right corner
- b. Select View Profile
- c. Locate and select **Performance** from the navigation panel
- d. Select the Performance Reviews tab

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3. From the **Performance Reviews** screen you can **View** or **View** & **Download** a PDF version of form to print, or share electronically with your manager

Cancel In Progress Self-Appraisal

- 1. Access reviews from the **Talent and Performance** app in the Global Navigation Menu:
 - a. Select the related actions next to the **Staff Self-Appraisal**
 - b. Hover over **Business Process**
 - c. Select **Cancel** and add comment
- 2. Select Submit

Review	Review Period Start Date	Review Period End E
Staff Self-Appraisal (2024-2025)	04/01/2024 X	03/31/2025
Completed C: Business Prod	Cess Cancel	ation View

February 2025