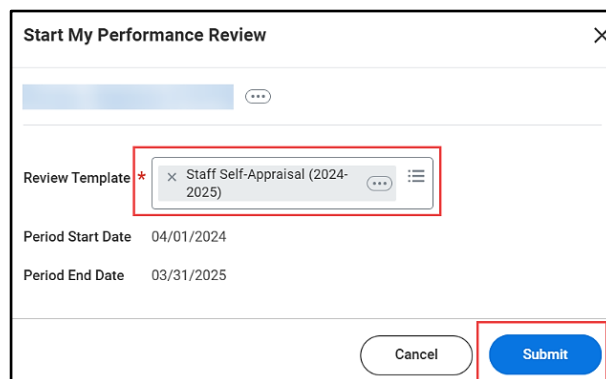
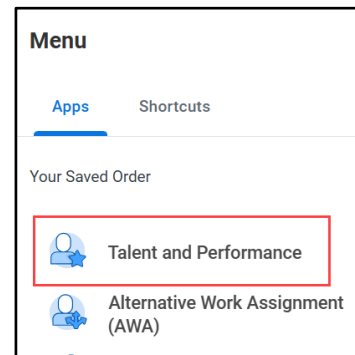


COMPLETE / CANCEL SELF-APPRAISAL IN WORKDAY

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

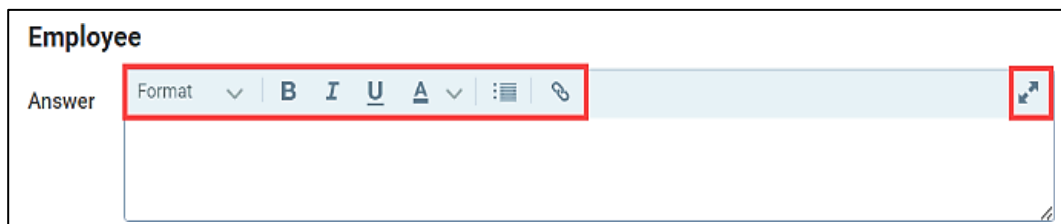
Complete Self-Appraisal

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)
4. Select **Submit** and **Open (Start Performance Review Confirmation)**
5. Select **Get Started** to begin



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



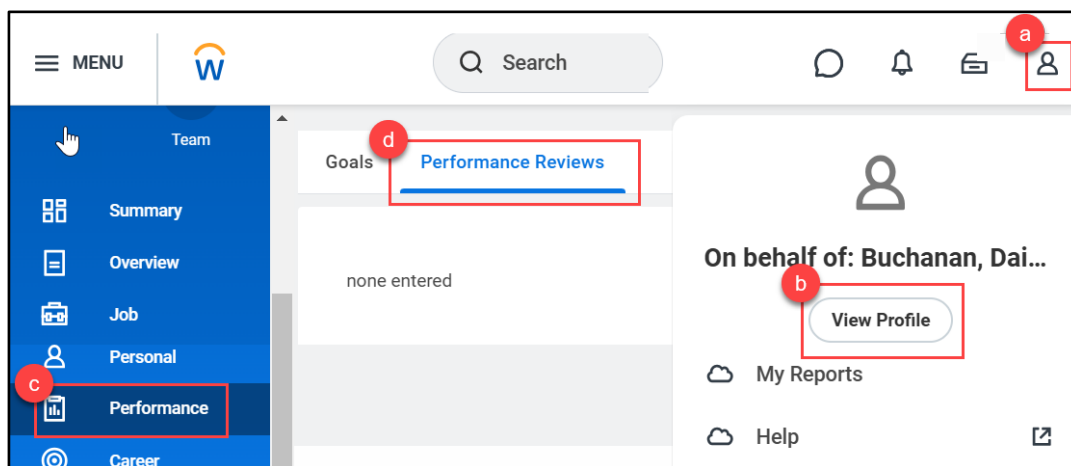
2. Select **Next** to save changes and **Submit** or **Save for Later**

COMPLETE/CANCEL SELF-APPRAISAL IN WORKDAY

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



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**

