

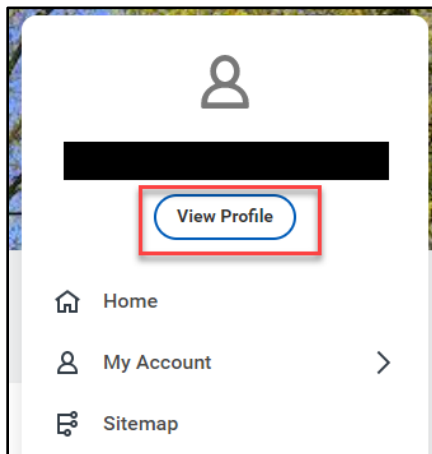
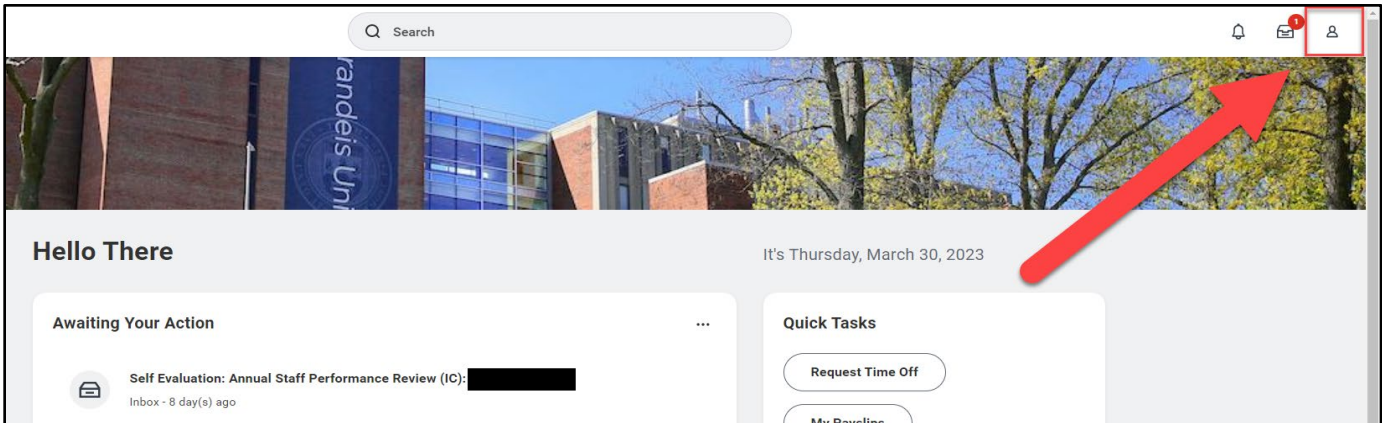
**Description:** This job aid provides instructions on how to locate and print your completed performance evaluations/reviews in Workday

**Applies to:** All review eligible staff

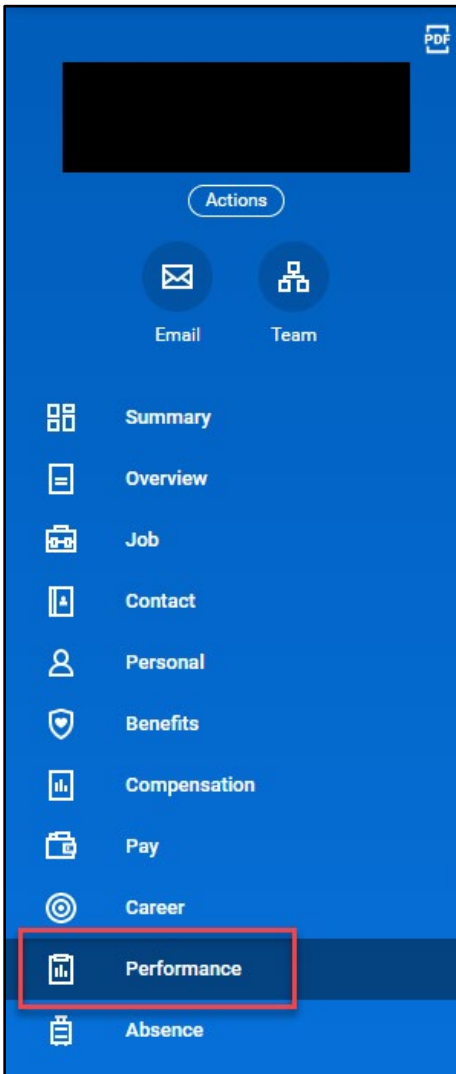
**Note:** Fields not specified in this document are to be skipped or left blank.

## LOCATE REVIEWS IN WORKDAY

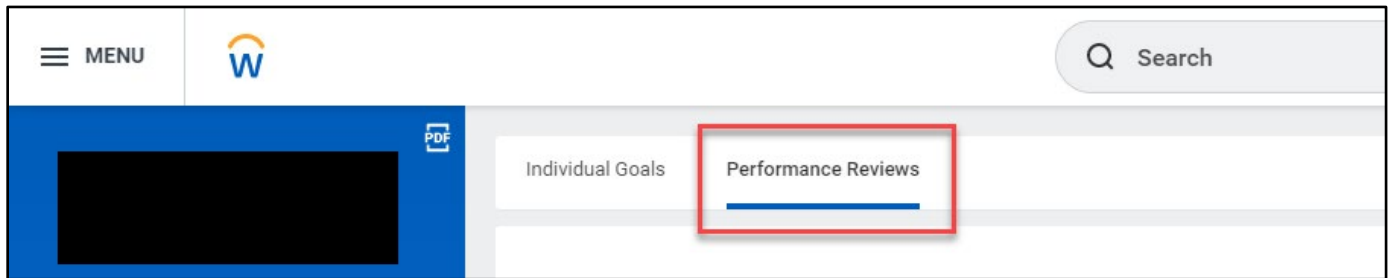
1. From the Workday workscreen, click the profile icon in the upper right-hand corner and click **View Profile**.



2. Select **Performance** from the menu on the left, you may have to click more to find the tab on the left-hand side.



3. Then **Performance Reviews** sub-tab across the top.



– Your reviews will be under the **Completed** Section.

Completed 1 item		Review Period			
Review	Start Date	End Date			
Mid-Year Review [redacted]	07/01/2022	06/30/2023	<a href="#">View</a>	<a href="#">Create New PDF</a>	

a. Click **View** to see the completed review.

- b. Click **Create New PDF** to save and print the completed review.
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