Description: This job aid provides managers with instructions on how to use the Performance Review Status Dashboard.

Applies to: Managers

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

The Performance Review Status Dashboard allows manager to review how many reviews have been completed, how much time is remaining until the review period closes, and how many reviews are awaiting your action, among other details. Instructions on using the dashboard and the definitions of the blocks in the dashboard can be found at the top of the page under **Instructions** and **Field Definitions**.

The dashboard is a series of reports represented as tables and graphs. You can click on the various reports to change the way the data is represented or drill down further into the data.

FINDING THE PERFORMANCE REVIEW STATUS DASHBOARD

1. Manager can type **Performance Review Status Dashboard** into the Workday search bar and select the *Custom Landing Page Group* option.
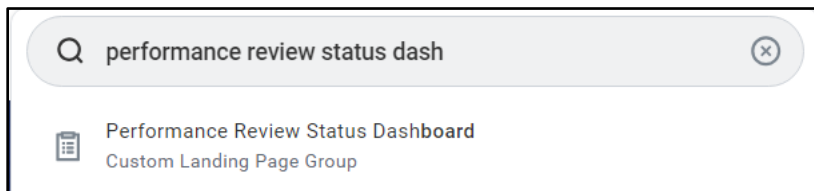
2. Managers can also go to their Workday Global Navigation Menu and select the **Performance Review Status Dashboard** application from their menu choices.
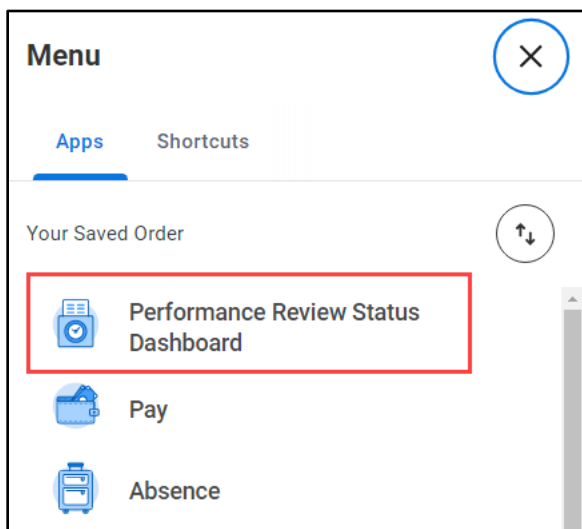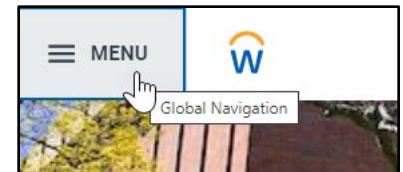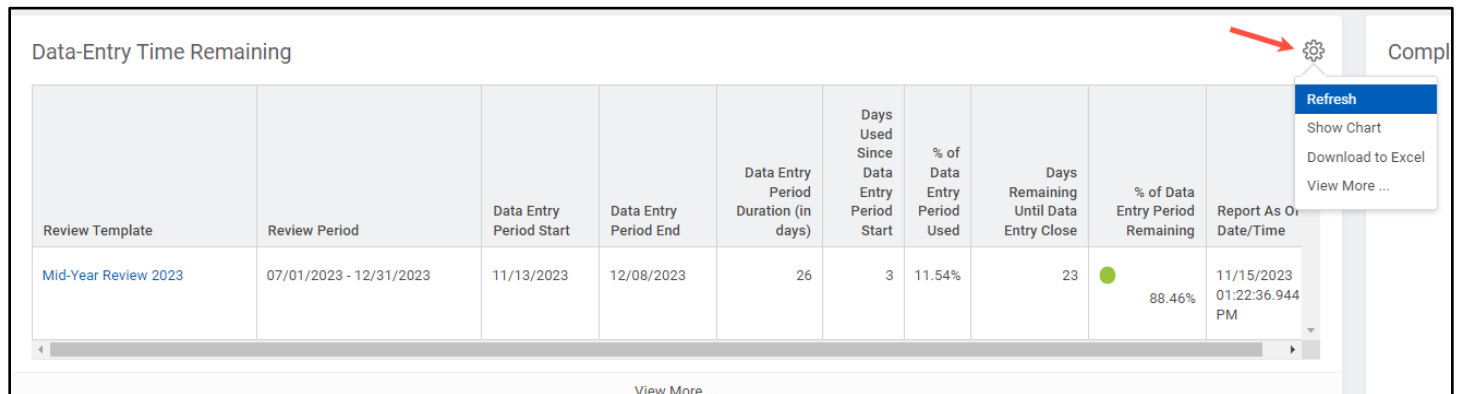

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3. To view the instructions on how to use the dashboard, click the **View More** link in the **Instructions** section.

4. To understand each field on the reports you're seeing, click the **View More** link on the **Field Definitions** section.

DATA-ENTRY TIME REMAINING FIELDS

This report details how many days the mid-year review will be open in Workday and how many are remaining. If you would like to change the way the report is viewed, click the wheel at the corner. You may also click the **View More** link to view the report on a separate page.

Data-Entry Time Remaining   ⚙   Compl

Review Template	Review Period	Data Entry Period Start	Data Entry Period End	Data Entry Period Duration (in days)	Days Used Since Data Entry Period Start	% of Data Entry Period Used	Days Remaining Until Data Entry Close	% of Data Entry Period Remaining	Report As O Date/Time
Mid-Year Review 2023	07/01/2023 - 12/31/2023	11/13/2023	12/08/2023	26	3	11.54%	23	● 88.46%	11/15/2023 01:22:36.944 PM

Refresh
Show Chart
Download to Excel
View More ...

View More ..

COMPLETION STATUS

The completion status report shows how many of your direct reports (and your direct reports' direct reports) have completed the full evaluation process – their self-evaluation, your evaluation, and both the self- and manager acknowledgement of the review. If you click the **View More** link, the report will open in a new page. Hovering over the numerical results of the report will show you more details; you may click the hyperlinked review count number to see the individuals who have completed the evaluation and those who are still in progress.

Completion Status

1 (6.7%)

15
Review Count

14 (93.3%)
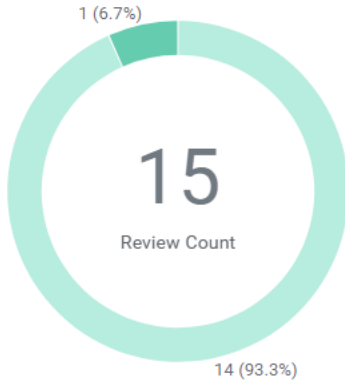
■ In Progress   ■ Successfully Completed

Review Template	Review Period
Mid-Year Review 2023	07/01/2023 - 12/31/2023
Total	

View More ...

1 (6.7%)

15
Review Co...

14 (93.3%)

**Review Count**

Status   In Progress
Review Count   14
Percent   93.33%
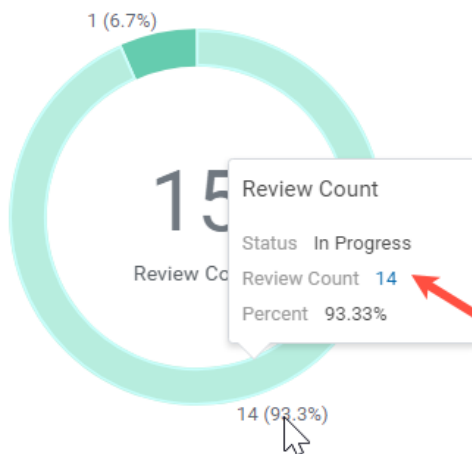
Click the hyperlinked number to see more data

RATINGS DISTRIBUTION

The Ratings Distribution report displays the number of ratings assigned to direct reports within your supervisory organization. This report will not populate details for the mid-year review, but will show data for the annual review.
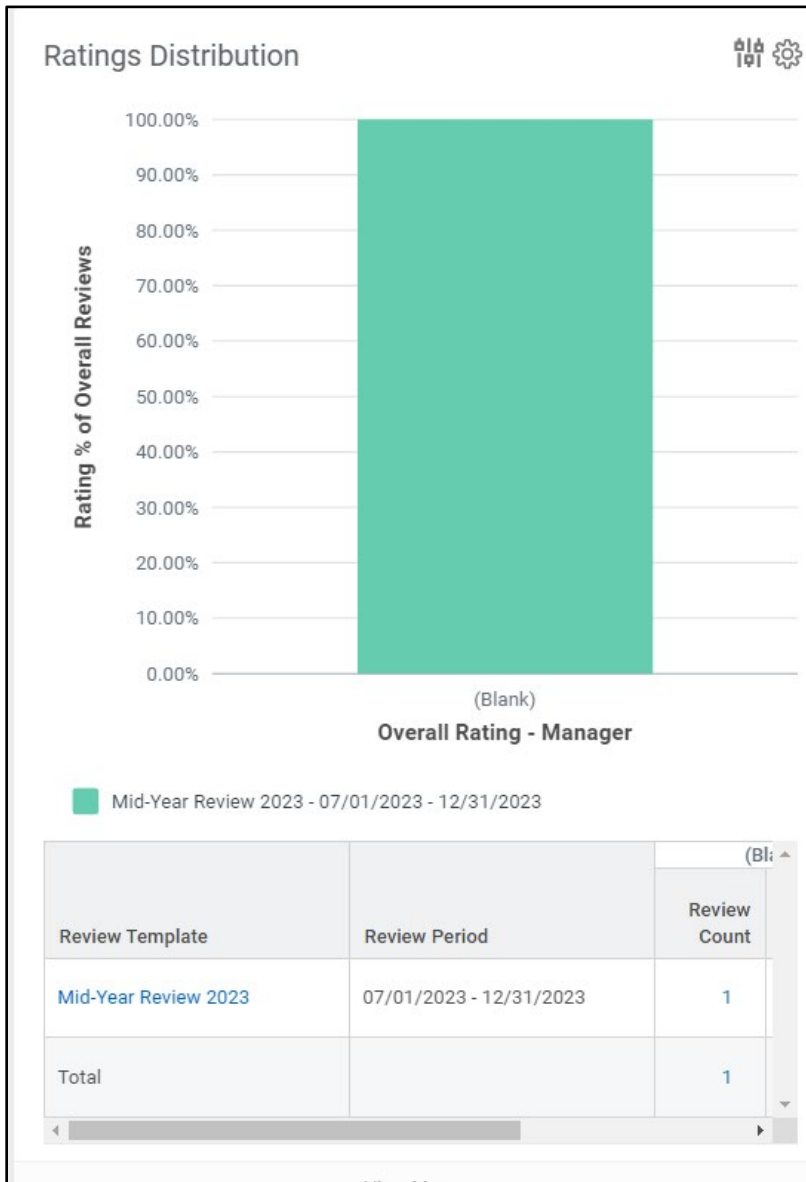
IN PROGRESS REVIEWS

The In Progress Reviews shows all reviews that are not completed. Completion includes the acknowledgement from both the employee and manager that they have reviewed their evaluation together. If you click the **View More** link, the report will open in a new page. Hovering over the numerical results of the report will show you more details; you may click the hyperlinked review count

number to see the individuals who are still in progress and at what stages they are in with their evaluation. Once all the reviews are completed, the report will be blank.

In Progress Reviews (returns blank if none)

- Step Awaiting: Complete Self Evaluation for Performance Review
- Step Awaiting: Complete Manager Evaluation for Performance Review
- Step Awaiting: Provide Employee Review Comments
- Step Awaiting: Provide Manager Review Comments

Review Template	Review Period	Step Awaiting: Complete Self Evaluation for Performance Review		Step Awaiting: Complete Manager Evaluation for Performance Review		
		Count	% of Overall	Count	% of Overall	C
Mid-Year Review 2023	07/01/2023 - 12/31/2023	10	71.43%	2	14.29%	
Total		10	71.43%	2	14.29%	

View More ...