Description: This job aid provides instructions on how to complete the self-assessment questions for your mid-year review as well as find and print the completed review.

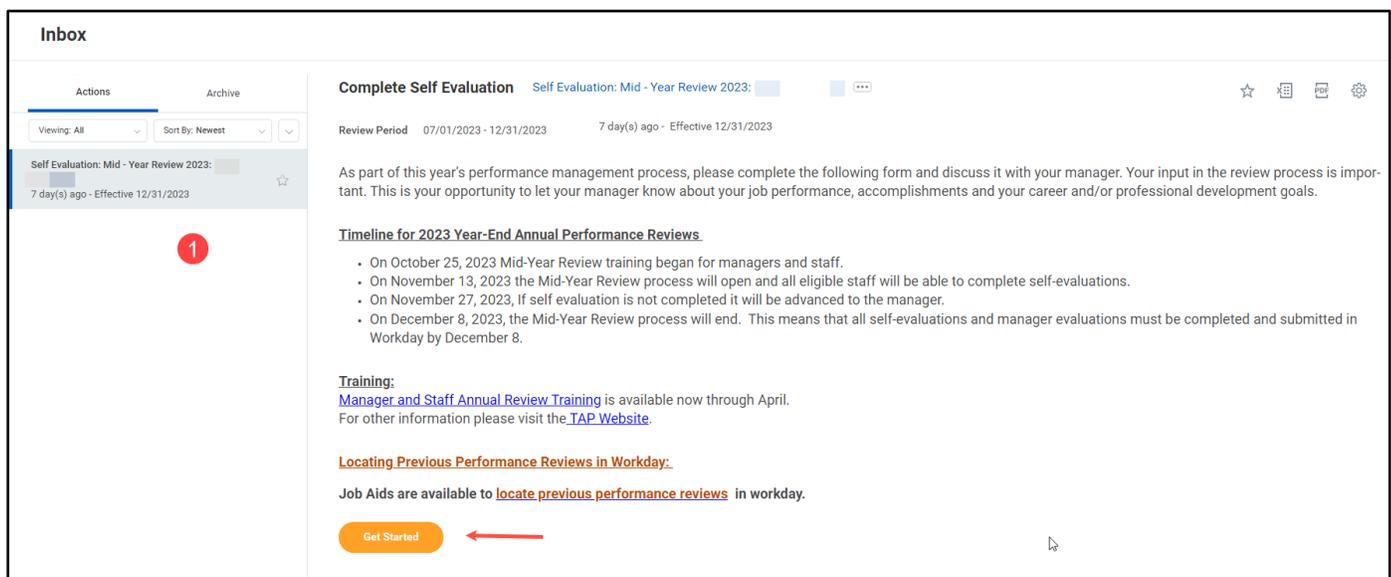**Applies to**: Non-union or library staff eligible for annual salary increases.

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

BEFORE YOU BEGIN

Request a copy of your job description from your manager if you do not have one already.

ACCESS THE SELF EVALUATION

1. Select **Self Evaluation: Mid-Year Review** and click the **Get Started** button.

COMPLETING THE SELF-EVALUATION QUESTIONS

1. In the free form text field, type the answer in the space provided. Be sure to answer the questions with as much detail as possible. Click **Next** to move on or **Save for Later** to complete at a later date without losing your answers.

2. When all questions have been answered, click **Submit**. You will receive a notification your mid-year has been completed.

Note: You will not be able to edit your answers once you click Submit.

Next steps:

Your manager will respond to your self-evaluation questions and schedule a meeting to discuss your evaluation.

1. If your manager requires additional information they can send it back for you to edit. You will receive a task. Click the **Get Started** button, then click **Next**, then scroll down to **View Comments** for more information.
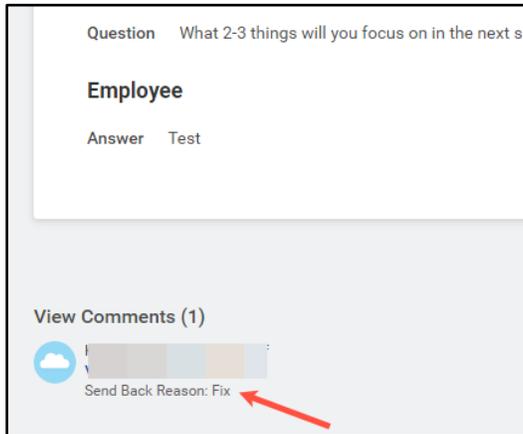
2. Click **Save for Later**, then open the Self-Evaluation task to make your edits. Edit your responses, click **Next**, then click **Submit.**

3. After the one-to-one meeting, your manager will add comments, a rating of **on track** or **not on track**, acknowledge the confirmation statement and submit the evaluation.

ACKNOWLEDGE AND COMPLETE THE REVIEW PROCESS.

1. Once your manager completes and submits the review, you will see an action item to confirm that you and you manager completed the mid-year review process.
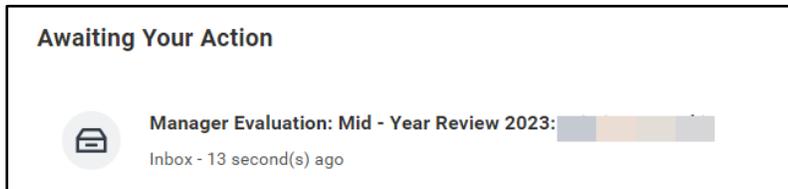
2. Click the **Get Started** button.
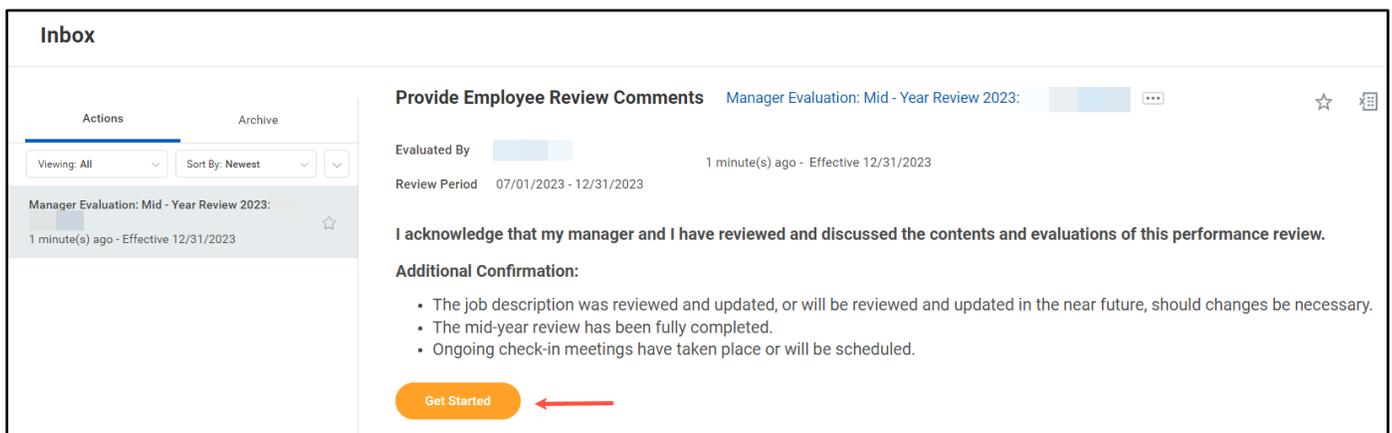
3. Look over the answers you and your manager have provided, then click **Next**.

4. In the **Status** dropdown menu, you may choose **Acknowledge Review without Comments** or **Acknowledge Review with Comments**. If you choose the later, add your comments to the

comment field, then click **Submit**. Once you click submit, you may not change your acknowledgement.

5. Your manager will also receive a task to acknowledge the review. Once they submit their acknowledgement, you will be able to see your review on your Workday profile. Click the **Performance** menu, then the **Performance Reviews** tab.

6. To view your review in Workday, click the **View** button. To create a PDF of your review, click **Create New PDF** button; you will be able to print a downloadable copy of your review.