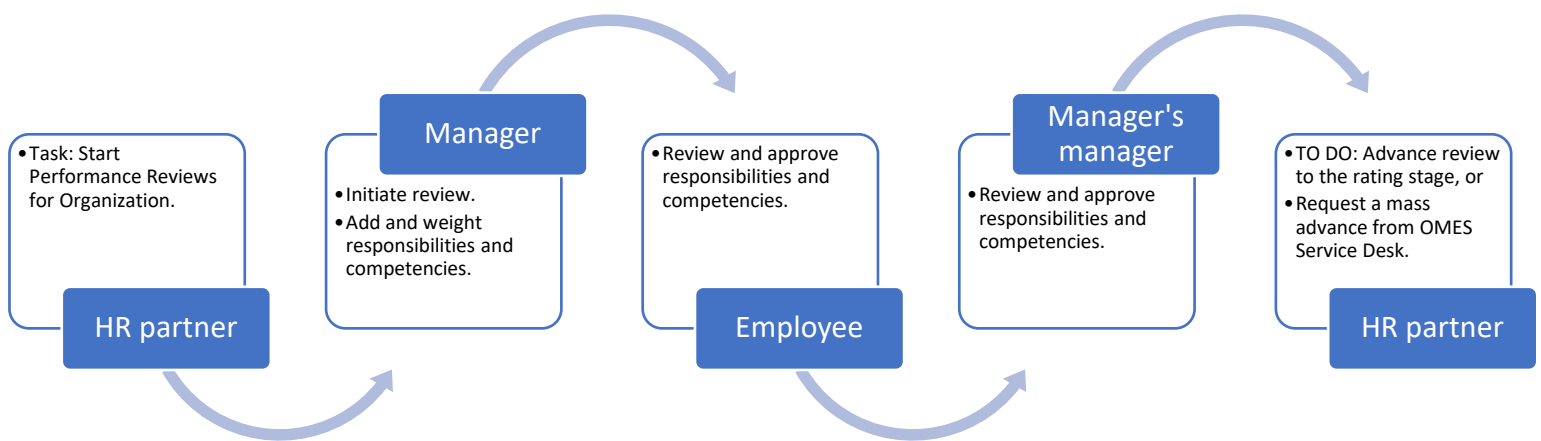


THIS GUIDE IS FOR: All HR staff

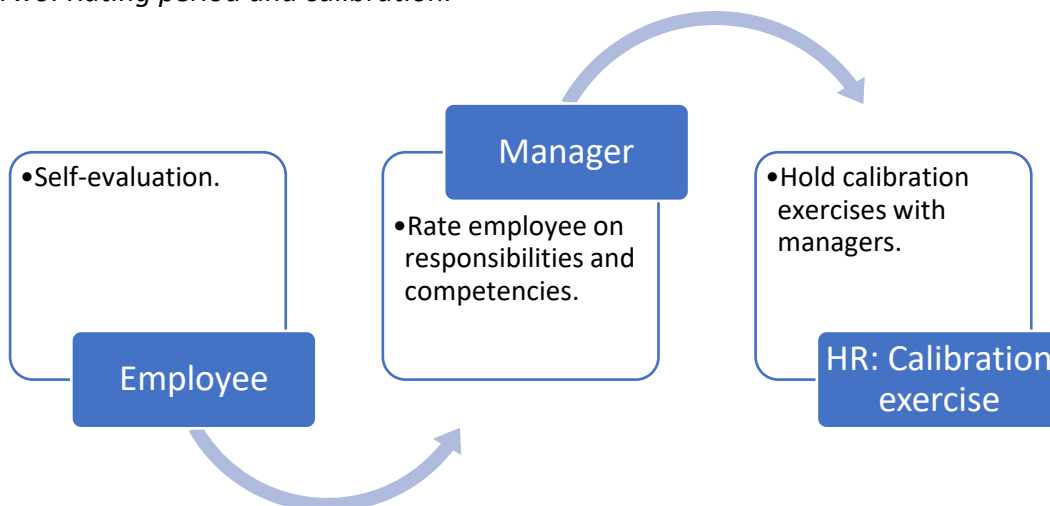
PERFORMANCE REVIEW PROCESS

Workday@OK will guide you through every step of the performance review process. Here is a high-level visual overview of each step.

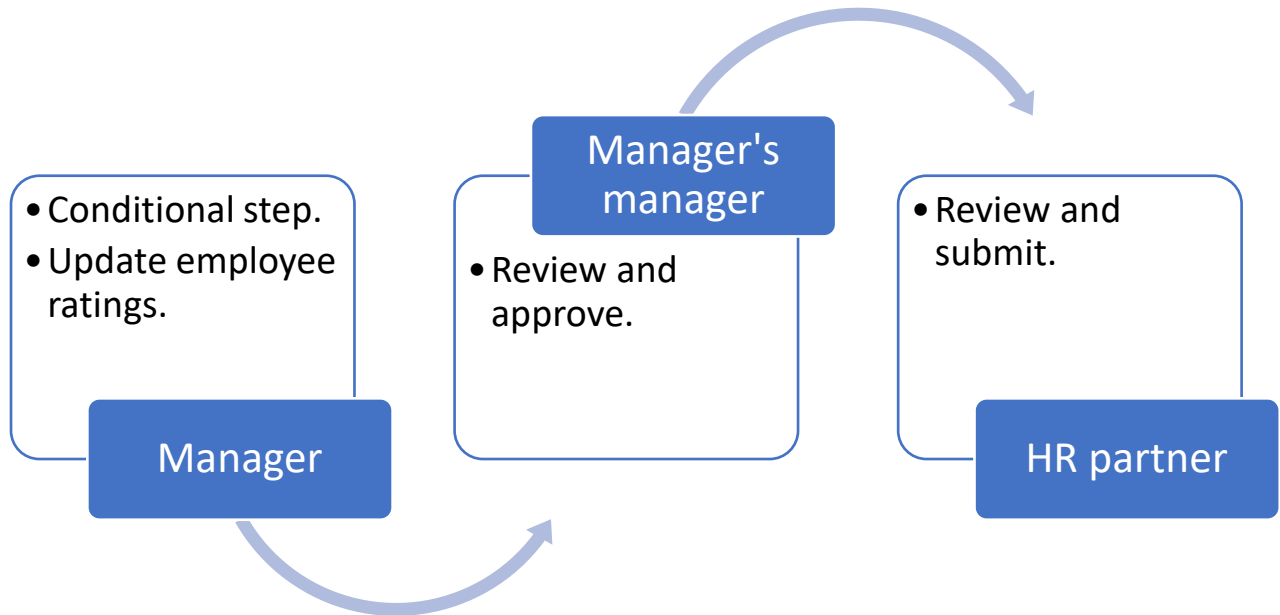
Phase One: Starting the performance review period.



Phase Two: Rating period and calibration.



If the manager decides to alter the employee's rating due to the calibration exercises, there will be a step for the manager to update employee ratings. Then, it will move on in the process.



Phase Three: Meeting with employee and finalizing review.

