



THIS GUIDE IS FOR: HR partners

STARTING PERFORMANCE REVIEW FOR AN AGENCY

HR staff with the **HR Partner** security role can initiate this task. It opens the performance review process for your managers to begin reviewing their direct reports.

1. Once logged into Workday@OK, type **Start Performance Review for Organization** into the **Search** bar.
2. In the dialog box that appears, leave the default as **Run Now** and select **OK**.
3. **Search** for the agency's top supervisory organization by name.
4. Check the box for **Include Subordinate Organizations**.
5. In the **Review Template** field, select the template that reflects the correct state of performance review.
6. Enter a period start date and a period end date.
7. If you have done calibration in the past, select the calibration program by clicking **All** and **Performance Calibration**. **NOTE:** The calibration program cannot be added after the performance reviews have been started.
8. Select **OK**.

Once complete, all supervisors with eligible employees will receive an inbox task that will allow them to initiate the performance review process for their employees.
