

## PERFORMANCE MANAGEMENT FOR EMPLOYEES

### THIS GUIDE IS FOR: ALL EMPLOYEES

During the **Performance Review** process, employees will receive an inbox item and complete their **Self Evaluation** in Workday@OK. Managers will then view their employee's evaluation and complete their own manager evaluation.

1. To view past **Performance Reviews**, select the **Profile icon** and select **View Profile** to navigate to your **Worker Profile**.
2. Select **Performance** from the **Profile Menu**.
3. Select the **Performance Reviews** tab and select **View** to open details.

### ADDING AND ARCHIVING PERFORMANCE GOALS

Performance goals are captured and updated within Workday@OK. To add performance goals:

1. Navigate to your **Worker Profile**.
2. Select **Performance** from the **Profile Menu**.
3. On the **Individual Goals** tab, select **Edit** to add/edit performance goals.
4. Include a description of the goal, including comments around progress since the last update.
5. After adding the details of the goal, select **Submit**.  
Note: When adding an individual goal, it needs to include inputting information of **Status** of the goal (**Completed, In Progress, Not Applicable, Not started**), **Due date** and **Track by (Amount, Percent, Unit)** then enter **Target** and **Actual**. Additionally, you can't edit an individual goal until supervisor has approved the goal. To add or review a comment, select the quote bubble to open activity box where you can enter a comment, leave a status update for manager, etc.
6. The goal will now display on your **Worker Profile**.
7. When a goal is complete and can be archived, select the **Archived Goals** tab from the **Performance** menu.
8. Select the goals which you would like to archive.
9. Next, select **Archive Goals** button to view goals.  
Note: The archived goal request routes to supervisor for approval. Once approved, it will appear in **Archived Goals** tab.
10. Select **OK**.

### CREATING AND VIEWING DEVELOPMENT GOALS

**Development Goals** are captured and updated within Workday@OK. To add development goals:

1. Navigate to your **Worker Profile**.
2. Select **Performance** from the **Profile Menu**.
3. Select **More** to view the drop-down menu to find and select **Development Items**.
4. On the **Development Items** tab, you can view development goals and select **Add** to create new goals.
5. Include details of the **Development Goal**, including **Status** of the goal and select **Add**.
6. The goal will now display on your **Worker Profile**.
7. To edit **Development Goal**, select the **pencil icon** located at the top right. Next select **Details** to view, add or edit **Category**, **Start** and/or **Completion date** and **Add a Status Note**. When finished, select the **check mark icon** located at the top right to save.