

## Performance Appraisal FY17 Frequently Asked Questions

### 1. When are the performance appraisals due?

Please follow the timeline sent out by the Department of Human Resources and do not follow the Due Dates in Workday. [Click here for Timeline.](#)

- Self-evaluations are due by September 13, 2017
- Supervisor evaluations are due by September 29, 2017
- Review by higher level supervisor due by October 6, 2017\*  
\*This timeframe includes time for Dean, Director, VP or his/her designee to review
- Supervisor meets with employee to discuss appraisal by October 13, 2017
- Employee acknowledges they met with supervisor via Workday by October 20, 2017

### 2. I accidentally submitted my self-evaluation to my supervisor; how do I retrieve it so I may complete my self-evaluation?

Inform your supervisor that you accidentally submitted your appraisal prematurely. Ask your supervisor to send back your appraisal. Your supervisor can accomplish this task by opening the appraisal in their Workday Inbox via the Summary Editor, and then by clicking the Send Back button on the bottom of the page.

The image displays three sequential screenshots of the Workday interface for a 'Manager Evaluation: 2016 SP Performance Appraisal'.  
 - The first screenshot shows the appraisal card in the 'Inbox' with a 'Send Back' button highlighted in red.  
 - The second screenshot shows the 'Summary Editor' view, with a red circle around the 'Go to Summary Editor' button.  
 - The third screenshot shows the bottom of the page with the 'Send Back' button highlighted in red.

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#### 3. How do I input Last Year's Goals?

To add goals, you may either input the information manually or use existing goals. In the Last Year's Goal section of the appraisal, select the Add button. You will then enter the information manually or click on the box labeled Use Existing Goal. Use the drop down menu to select the goal. You may choose from: All Valid Goals for Selection; By Review and select which performance review; By Status and select either Not Started, Completed, In Progress or No Longer Needed; or By Category and select the Fiscal Year. You can only add one goal at a time. Please see numbers 4–6 on pages 3–5 of the Self-Evaluation Job Aid. [Click here to view Self-Evaluation Job Aid.](#)

#### 4. How do I reassign a performance appraisal?

If you were not the supervisor of the employee during the Performance Appraisal period (July 1, 2016 – June 30, 2017), then you may reassign the supervisor portion of the appraisal. To reassign the evaluation, click on the settings icon on the Inbox Task, and reassign to the appropriate person. Please see number 2 on page 1 of the Supervisor Job Aid. [Click here to view Supervisor Job Aid.](#) *(NOTE: New supervisor and employee should meet to discuss Next Year's Goals – May meet in addition to Performance Appraisal meeting, such as during one-on-one meeting)*

If you were the supervisor for the later portion of the Performance Appraisal period (July 1, 2016 – June 30, 2017), then you should collaborate with the previous supervisor to assist you in evaluating the employee during the July 1, 2016 – June 30, 2017 time period the employee was not under your supervision. However, you would NOT reassign to the previous supervisor, since you are their current supervisor and were their supervisor during the later portion of their Performance Appraisal period.

If your subordinate reports to you, but also works with other supervisors, then you should collaborate with the other supervisors to receive their input from the tasks the employee completes/ works on for them. This will assist you in providing a detailed and effective evaluation.

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**5. The Dean, Director, Vice President, Chief of Police or his/her designee has requested to view all performance appraisals before they are submitted; how do I add them as an additional reviewer?**

At the discretion of the Dean, Director, Vice President, Chief of Police or his/her designee an additional reviewer can be added. The additional reviewer can only be added BEFORE the higher level supervisor approves/submits the performance appraisal. To add an additional reviewer, select the More dropdown button at the end of the appraisal. Then select Add Approvers, type the name of the additional reviewer you are adding, type your comment stating that you are sending the performance appraisal to them for additional review, and click submit. [Click here for the To Add an Additional Reviewer Job Aid.](#)

If you have any questions, please do not hesitate to contact:  
Natalie M. Manoogian, Assistant Director of Employee Relations and Development  
(561) 297-2554 or [nmanoogian@fau.edu](mailto:nmanoogian@fau.edu)

**Job Aids**

WordPress: [Self-Evaluation](#); [Supervisor Evaluation](#); [To Add an Additional Reviewer](#); [Updating Goals](#); [Performance Appraisal Report](#)