Performance Appraisal FY19
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 July 17, 2019
   - Supervisor evaluations are due by August 2, 2019
   - Review by higher level supervisor due by August 16, 2019*
     - *This timeframe includes time for Dean, Director, VP or his/her designee to review*
   - Supervisor meets with employee to discuss appraisal by August 30, 2019
   - Employee acknowledges they met with supervisor via Workday by August 30, 2019

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

   Inform your supervisor that you accidently 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.

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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 "Performance Appraisal – Self-Evaluation" Job Aid in Workday.

4. How do I reassign a performance appraisal?

If you were not the supervisor of the employee during the Performance Appraisal period (July 1, 2018 – June 30, 2019), 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 "Performance Appraisal – Supervisor Evaluation" Job Aid in Workday. *(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, 2018 – June 30, 2019), then you should collaborate with the previous supervisor to assist you in evaluating the employee during the July 1, 2018 – June 30, 2019 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 <u>BEFORE</u> 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. (See: "Performance Appraisal – Instructions To Add an Additional Approver" Job Aid in Workday).

6. **The Overall Rating is missing when I print my employee's performance appraisal, how do I get it to appear on the printed version?**

   To have the Overall Rating appear on the printed version of the employee's performance appraisal for the meeting with the employee to discuss the performance appraisal, press the submit button on the To Do Task of meeting with the employee.

   CAUTION: The performance appraisal is released to the employee once you press submit. Wait until you are about to meet with the employee, or have the employee in your office for the meeting to press this button and print the appraisal, especially if you are placing the employee on a Performance Improvement Plan ("PIP") with an Overall Rating of "Needs Improvement (2)" or "Unsatisfactory (1)". Employees shall only be notified that they are receiving a PIP by the supervisor when they discuss their performance appraisal.

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7. How can I check on the status of performance appraisals for the employees in my management chain or as a Business Manager/HR Partner?

If you are a **Business Manager/ HR Partner**, then you have the ability to check the status of employee performance appraisals in your area. You will be able to see which step the performance appraisal is at, and who it is sitting with. You will NOT be able to see the content of the performance appraisals or the ratings. ONLY those in the management chain can see content and ratings.

To run the report, first search for "FAU_HCM_Performance Review Status Report" in the Workday search bar. The report is ready to run, so press the "OK" button.

If you are in the **management chain**, you may use "Employee Review Summary" or "My Team's Performance Reviews" to see more detailed information about the performance appraisals.

Please see the Performance Appraisal Status Report Job Aid in Workday for specific instructions and pictures.

If you have any questions, please do not hesitate to contact:
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