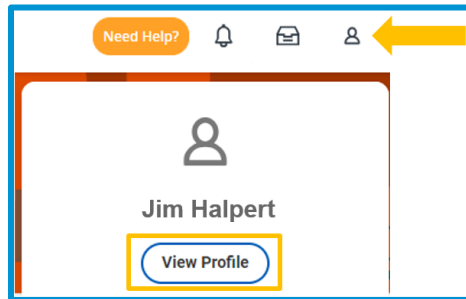


Performance Reviews: Accessing Your Completed Reviews

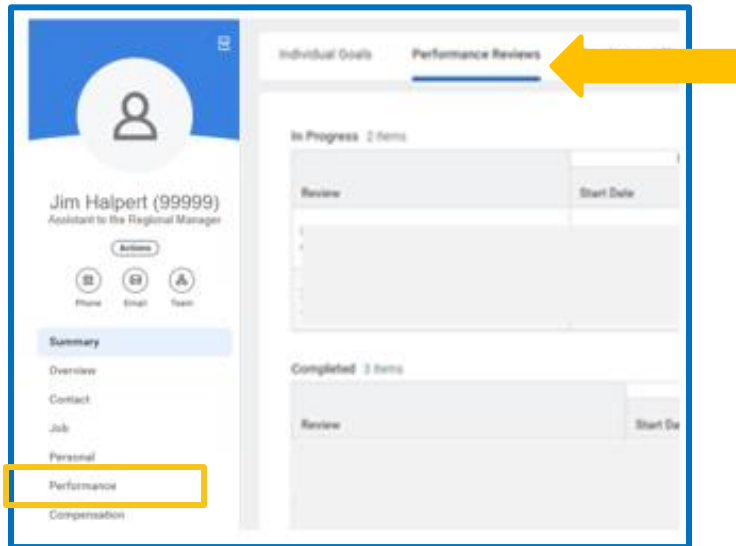
ACCESSING YOUR COMPLETED PERFORMANCE REVIEW

Once your performance review has been **completed**, you can access and view it at any time in Workday.

1. Select the **Profile** icon on the top right of your screen.
2. Select **View Profile**.



3. Select **Performance** from the menu on the left.
4. Select **Performance Reviews** from the tab on the top.



5. There will be two sections in the Performance Review tab:

- a. **In Progress:** Displays open performance reviews, including the review period, status (step in the process), and the individual responsible for the next action (Awaiting).
- b. **Completed:** Includes reviews that have been finalized and discussed with the employee. Displays the **Review Period** and **Manager Rating** for each.

In Progress 2 items				
Review	Review Period		Status	Awaiting
	Start Date	End Date		
Performance Review (Leader) - 2023: Jim Halpert	01/01/2023	12/31/2023	Complete Manager Evaluation for Performance Review	Michael Scott

Completed 3 items			
Review	Review Period		Manager Rating
	Start Date	End Date	
2022 Performance Review - Employee/Provider: Jim Halpert	01/01/2022	12/31/2022	Exceptional Performance
2021 Annual Performance Review - Employee/Provider: Jim Halpert	09/01/2020	07/31/2021	3- Exceptional Talent

6. From the **Completed** section, you can **View** your review in Workday, or you can **Create a PDF** and **print** and/or **save** it outside of Workday by using the buttons to the right of each performance review.



7. Once the PDF copy is ready, it will display in the Notifications section of Workday at the top of your screen.

