

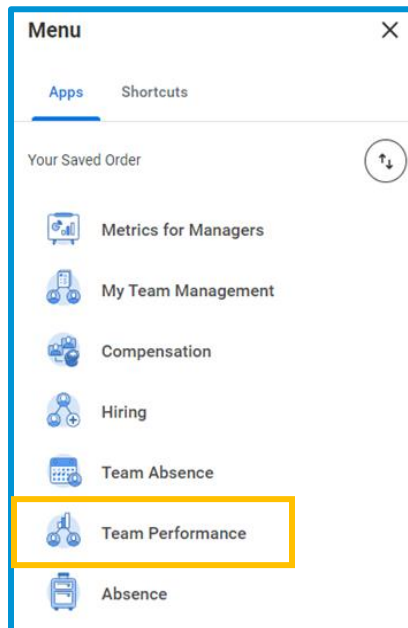
# Performance Reviews: Direct Reports' Performance Review Status

## VIEWING THE STATUS OF YOUR TEAM'S PERFORMANCE REVIEWS

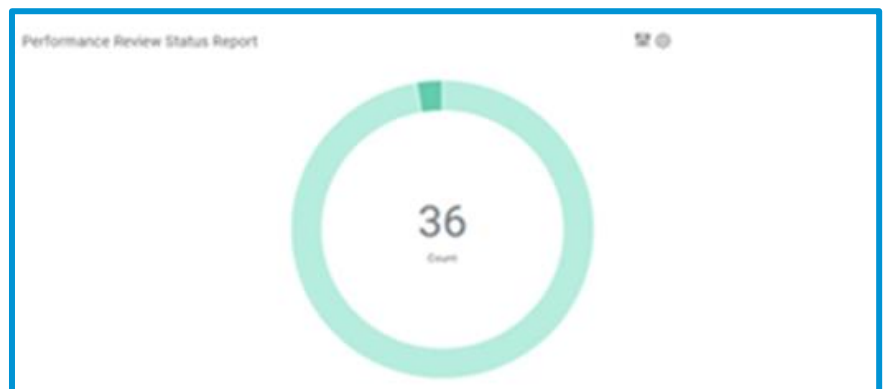
1. From your Workday Home screen, select the Global Navigation menu



2. Select the **Team Performance** app from the list.



3. The **Performance Review Status circle** on the Team Performance tab outlines the **number of performance reviews issued** during the **current performance review process** for your direct reports.



4. Below the circle is a chart with the status of the performance reviews. **Click on a number** under **Count**. Based on your selection, a **chart** appears listing your direct reports with reviews in the selected status.

## Performance Reviews: Direct Reports' Performance Review Status

| Status                 | Count |
|------------------------|-------|
| In Progress            | 35    |
| Successfully Completed | 1     |
| Total                  | 36    |

### a. In Progress:

#### i. Steps

- (1) **Complete Self-Evaluation:** self-evaluation is with the employee and hasn't been submitted to the manager.
- (2) **Complete Manager Evaluation:** review is currently with a manager/matrix manager and has not been submitted.
- (3) **Provide Employee Review Comments:** review was submitted by the manager and is with the employee for final acknowledgement and comments.
- (4) **Provide Manager Review Comments:** review is with the manager for final acknowledgement.

#### ii. Awaiting Person – identified the person with the Workday task for the review

| item   |                                             |                                                 |                |                 |                   |                 |                       |                                    |                                        |
|--------|---------------------------------------------|-------------------------------------------------|----------------|-----------------|-------------------|-----------------|-----------------------|------------------------------------|----------------------------------------|
| Worker | Review Template                             | Current Step                                    | Manager Rating | Employee Rating | Period Start Date | Period End Date | Job Profile (Primary) | Supervisory Organization - Current | Awaiting Persons                       |
|        | 2025 Performance Review – Employee/Provider | Complete Self Evaluation for Performance Review |                |                 | 01/01/2025        | 12/31/2025      |                       |                                    | Individual with the Workday inbox task |

### b. Successfully Completed

- i. **Current Step is Blank:** the performance review was successfully completed, and no additional action is required by the manager or the employee

## GENERATING A REPORT OF YOUR TEAM'S PERFORMANCE REVIEW STATUS

1. From the Status chart below the circle, select the number associated with the category you want to include in your report.
  - a. If you want a list that includes **all your direct reports**, select the **number associated with Total**.
  - b. If you only wanted to see reviews that were **not completed**, select the **number associated with In Progress**.

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2. On the generated chart, select the **PDF or Excel** icon to export your report.

| 1 item        |                                   |                                                 |                |                        |                   |                 |                       |                                    |
|---------------|-----------------------------------|-------------------------------------------------|----------------|------------------------|-------------------|-----------------|-----------------------|------------------------------------|
| Worker        | Review Template                   | Current Step                                    | Manager Rating | Employee Rating        | Period Start Date | Period End Date | Job Profile (Primary) | Supervisory Organization - Current |
| Michael Scott | 2023 Performance Review - Manager | Complete Self Evaluation for Performance Review |                | Exceeding Expectations | 01/01/2023        | 12/31/2023      | Regional Manager      | Sales & Marketing                  |



**Note:** From the Team Performance page, if you select **My Team's Performance Reviews**, under the **Performance** section, your list will include employees who report to you for an additional job. Therefore, the above chart and report are a more accurate reflection of only your direct reports.