Employee Completes Self Evaluation: Final Review – PAR

1) Login to Workday and click on the Inbox in the top right corner.
2) Click the **PAR Employee Review Acknowledgement** task under **Actions** on the left.

3) Review the instructions and dates for the PAR.
4) In the **Performance Factors** section, review each Competency, Category, and Attribute, as well as individual Ratings provided by your Immediate Supervisor.
5) In the **FINAL Justification** section, review the Supervisor’s justification for the overall rating established.
6) In the **FINAL – Specific Area(s) identified for development** section, review the Supervisor’s evaluation.
7) In the **FINAL – Specific Action to be Taken by the Ratee** section, review the Supervisor’s evaluation.
8) In the **FINAL – Attachments: Significant Events** section, review attachments, if any.
9) After review of the above, return to the top of screen to the **Acknowledgement** section. Click in the **Status** field and select from the following options:
   - I acknowledge with comments
   - I acknowledge without comments
10) Enter **Comments**, if any.
11) Click **Submit**.
Supervisor will receive a **Manager Evaluation: Final Review** task in their Workday Inbox.