Performance Management – Civil Service
PAR – Initial Agreement (Employee)

Employee Completes Initial Agreement

After Supervisor completes the PAR – Initial Agreement, the Employee will receive a task in their Workday Inbox to review and acknowledge the agreement.

1) Login to Workday and click on the Inbox in the top right corner.
2) Click the PAR – Initial Agreement task under Actions on the left.
3) Confirm accuracy of the Review Period and review the instructions regarding the Performance Assessment Review (PAR) process.

4) Review the overall goals for your particular unit in the Unit Goals section.
5) Review the specific goals that pertain to you in the Ratee Goals section.
6) Review the job responsibilities and essential criteria on which your performance will be assessed in the Job Responsibilities and Essential Criteria section.
7) In the Employee Initial Agreement section, respond to the question: Are you in agreement with the elements of the PAR? Click in the Rating field, and select from the following:
   • Rating 1 – I Agree
   • Rating 2 – I Disagree
8) Enter comments, if any, for the Supervisor in the **Answer** field.

9) In the **Face to Face Meeting** section, respond to the question: *Have you met with your supervisors and reviewed the contents of the Initial PAR?* Click in the **Rating** field, and select from the following:
   - Rating 1 – I Agree
   - Rating 2 – I Disagree

10) Enter the **date** of the meeting in the **Answer** field.

11) Click **Submit**.