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

Employee Completes Self Evaluation: Interim 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 INTERIM Justification section, review the Supervisor’s justification for the overall rating established.
6) In the INTERIM – Specific Area(s) identified for development section, review the areas of focus recommended by the Supervisor for the remaining review period.
7) In the INTERIM – Specific Action to be Taken by the Ratee section, review the steps recommended by the Supervisor to improve your rating for the remaining review period.
8) In the INTERIM – Attachments: Significant Events section, you may upload documentation throughout the year to keep track of significant events that occurred during the review period.
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: Interim Review** task in their Workday Inbox.