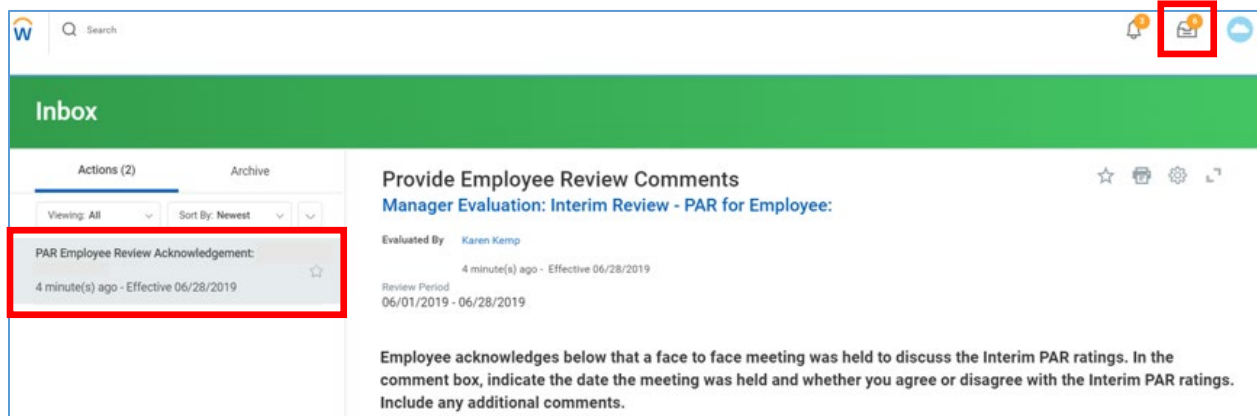




Performance Management – Civil Service PAR – Interim Agreement (Employee)

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.

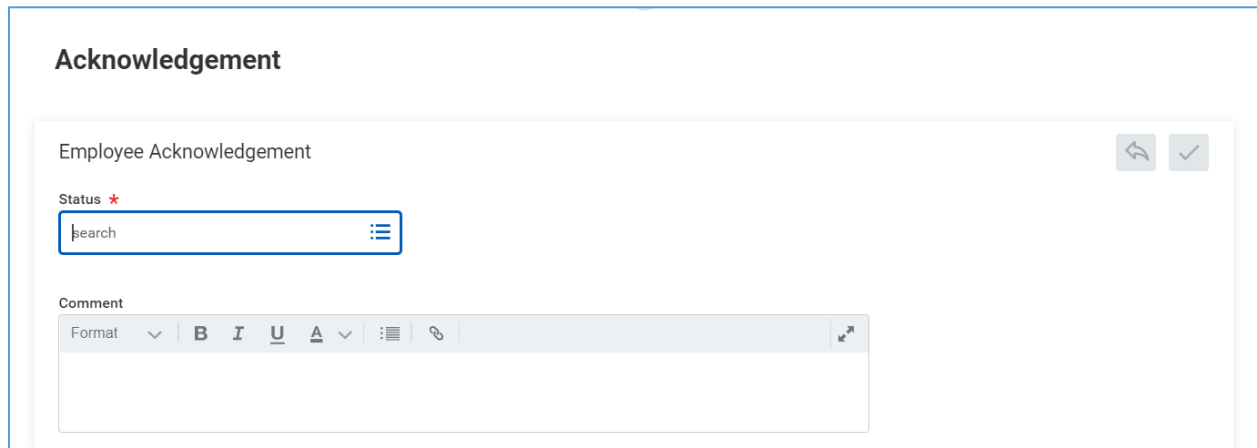


- 3) Review the instructions and dates for the PAR.
- 4) In the **Performance Factors** section, review each Competency, Category, and Attribute, as well as individual Ratings provided by your Immediate Supervisor.
- 5) In the **INTERIM Justification** section, review the Supervisor’s justification for 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.



The screenshot shows the 'Acknowledgement' section of a Workday interface. At the top, the title 'Acknowledgement' is displayed. Below it, the form is titled 'Employee Acknowledgement' and includes a search icon and a checkmark icon. The 'Status' field is highlighted with a red asterisk and contains a search box with the text 'search' and a dropdown menu icon. Below the status field is a 'Comment' section with a rich text editor toolbar containing options for 'Format', 'B' (bold), 'I' (italic), 'U' (underline), 'A' (text color), and a list icon. The comment area is currently empty.

11) Click **Submit**.

Supervisor will receive a **Manager Evaluation: Interim Review** task in their Workday Inbox.