Performance Management – Civil Service
PAR – Final Evaluation (Supervisor/Manager)

**Step 1: Supervisor Completes Final Evaluation**

1) Login to Workday and click on the Inbox in the top right corner.

2) Click the **PAR Final – Immediate Supervisor Evaluation** task under **Actions** on the left.

3) In the **Performance Factors** section, you will enter your evaluation of the Employee’s performance for each Competency.

   **For each Competency**, click in the **Rating** field, and select from the following:
   - 1 – Unsatisfactory
   - 2 – Successful
   - 3 – Exceptional

   The **Behavior** field will auto-populate with a detailed description for the rating you selected.

4) Enter **Comments** for each Competency rating, as needed.
The Summary section will contain an average of all Competency Ratings you assigned, as well as a Calculated Proficiency Rating for the Employee.

5) In the FINAL Justification section, enter your evaluation in the Answer field.

6) In the FINAL – Specific Area(s) identified for development section, enter your evaluation in the Answer field.

7) In the FINAL – Specific Action to be Taken by the Ratee section, enter your evaluation in the Answer field.

8) In the FINAL – Attachments: Significant Events section, upload any additional documentation of significant events that occurred during the remaining part of the year by clicking the Add button.
**Computation and Conversion to Overall Rating** contains an overall rating for final review before submitting.

9) Click **Submit**.

Employee will receive a **PAR Employee Review Acknowledgement** task in their Workday Inbox.

**IMPORTANT:** These processes DO NOT replace any conversations, or meetings that happen as part of the review process. *Does not Replace the Face-to-Face.*

**Step 2: Supervisor (Rater) Reviews & Approves Final Review**

1) Login to Workday and click on the Inbox in the top right corner.

2) Click the **Manager Evaluation: Final Review** task under **Actions** on the left.

3) Review Employee’s acknowledgment and any comments.

4) Click **Approve**.

Manager will receive a **Manager Evaluation: Final Review** task in their Workday inbox.

**Step 3: Manager’s Manager (Reviewer) Reviews & Approves Final Review**

1) Login to Workday and click on the Inbox in the top right corner.

2) Click the **Manager Evaluation: Final Review** task under **Actions** on the left.

3) Review the Supervisor’s Final Rating, Final Justification, Final Development Plan and Employee Agreement.

4) Click **Approve**.

HR will receive the **Manager Evaluation: Final Review – PAR for Employee** task in their Workday Inbox for review and approval.

The **PAR – Final** process is now complete.