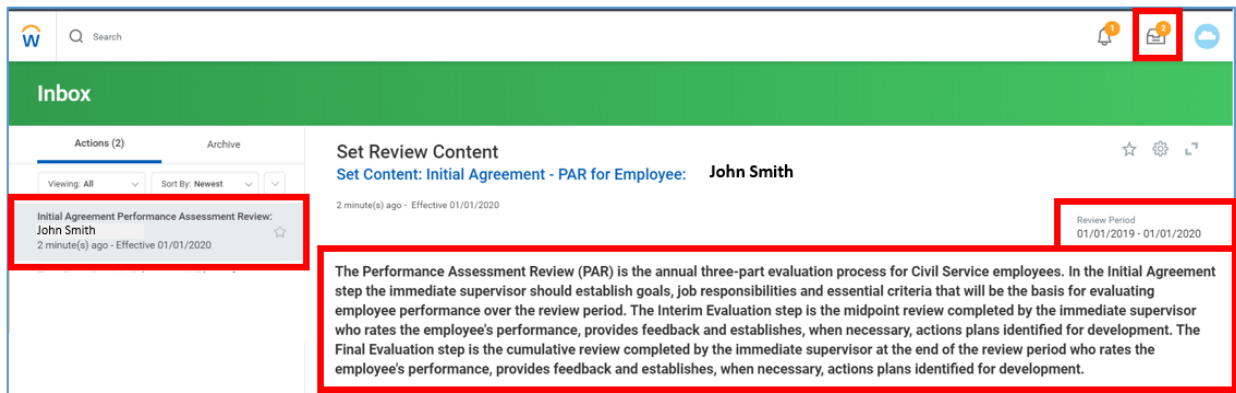




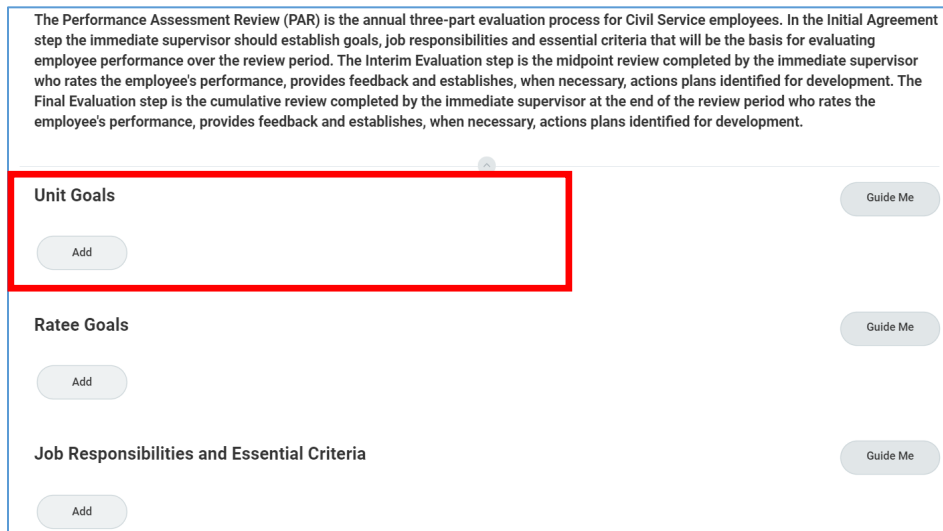
Performance Management – Civil Service PAR – Initial Agreement (Supervisor/Manager)

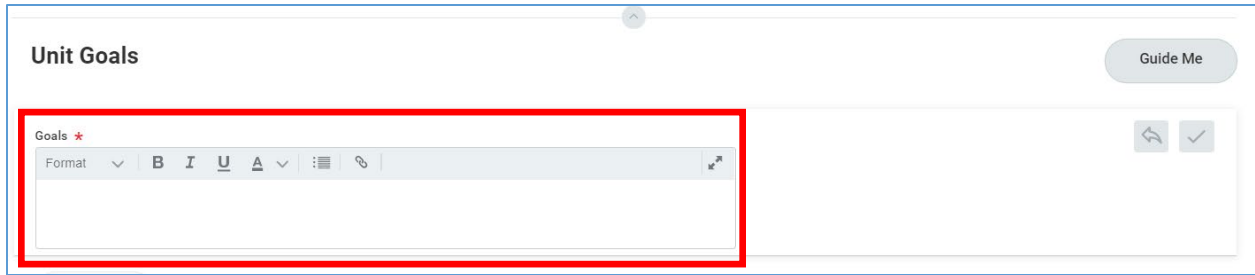
Step 1: Supervisor Completes Initial Agreement PAR

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

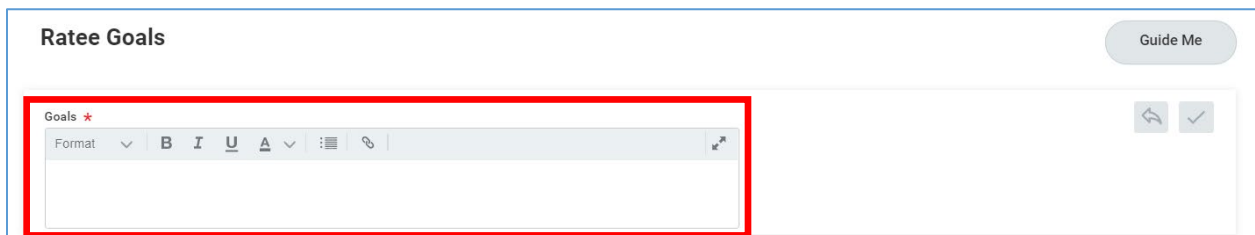
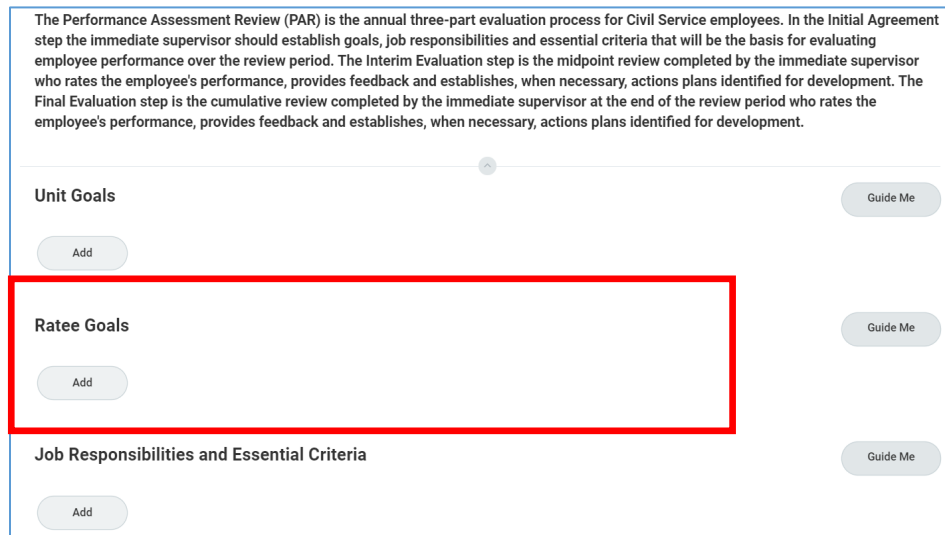


- 4) In the **Unit Goals** section, click the **Add** button and enter the overall goals for your particular unit in the **Goals** text box.





5) In the **Ratee Goals** section, click the **Add** button and enter specific goals that pertain to the Employee in the **Goals** text box.



6) In the **Job Responsibilities and Essential Criteria** section, click the **Add** button for each Job Responsibility. Enter each Job Responsibility and the Essential Criteria on which the job responsibility will be measured in a separate text box.

For example:

- Job Responsibility – File all departmental documents.
- Essential Criteria – Documentation should be filed within the first week of receipt.

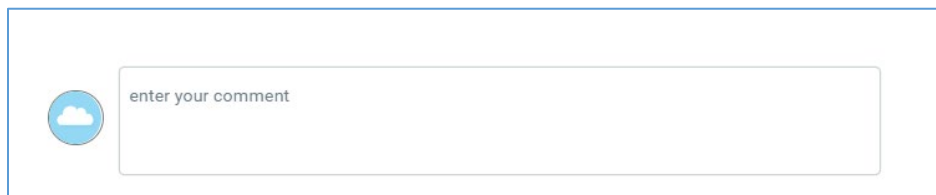
Step 2: Supervisor (Rater) Reviews Initial Agreement

After Employee reviews and acknowledges the Initial Agreement the Supervisor will receive a task in their Workday Inbox.

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **PAR Initial – Employee Acknowledged Immediate Supervisor Review** task under **Actions** on the left.
- 3) Review/adjust **Unit Goals**, if necessary, following your conversation with the Employee.
- 4) Review/adjust **Ratee Goals**, if necessary, following your conversation with the Employee.
- 5) Review/adjust **Job Responsibilities and Essential Criteria**, if necessary, following your conversation with the Employee.
- 6) Review **Employee Initial Agreement** and comments, if any.
- 7) Review **Face to Face Meeting** and comments and confirm meeting date.

Note: Supervisor may respond to Employee's comments by clicking **Send Back** to return the item for the Employee's review.

- 8) Enter your **comments** to support the Initial Agreement, if any.



- 9) Click **Submit**.

The next step is for the Manager to review and approve the PAR – Initial Agreement.

Step 3: Manager's Manager (Reviewer) Approves Initial Agreement

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **Manager Evaluation: Initial Agreement – PAR for Employee** task under **Actions** on the left.
- 3) Review instructions and dates for the PAR, the Unit Goals, Ratee Goals, Job Responsibilities and Essential Criteria, as well as the Employee's Initial Agreement and comments, if any.
- 4) Enter your comments to support the Initial Agreement in the **Comment** section, if any.
- 5) Click **Approve**.

enter your comment

Process History

Approve Send Back Close

PAR Initial - Employee Acknowledged Immediate Supervisor

HR will receive the **Manager Evaluation: Initial Agreement – PAR for Employee** task in their Workday Inbox for review and approval. The **PAR–Initial** is now complete. The next evaluation will be **PAR–Interim**; the mid-year evaluation of the employee’s actual performance.