



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

### Step 1: Supervisor Completes Interim Evaluation

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **PAR Interim – 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 the six-month period.

**For each Competency** related to the Employee, 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.

**Performance Factors** Guide Me

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**Competency**  
Goal Achievement ↶ ✓

**Category**  
PAR - Job Achievement Factors

**Attributes**  
Overall extent to which employee accomplishes established ratee goals.

**Manager Evaluation**

**Rating \***  
2 - Successful

**Behavior**  
Achieved or exceeded major goals.

**Comment**

Normal **B I U A** ↶ ↷

comment

The **Summary** section will contain an average of all Competency Ratings you assigned, as well as a Calculated Proficiency Rating for the Employee.

**Summary** ✎

**Manager Evaluation**

**Rating**  
2 - Successful

**Behavior**  
Successful

**Calculated Proficiency Rating**  
27

**Overall Competency Percentage**  
100

5) In the **INTERIM Justification** section, enter into the **Answer** field any justification for the overall rating established.

**INTERIM Justification** Guide Me

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**Question** ↶ ✓

**What is the Justification for Interim Evaluation?**

**Manager Evaluation**

**Answer**

Format **B I U A** ↶ ↷

- 6) In the **INTERIM – Specific Area(s) identified for development** section, specify any areas of focus for the Employee for the remaining review period in the **Answer** field.

**INTERIM - Specific Area(s) identified for development** Guide Me

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Question ↶ ✓  
**What are the Specific Area(s) Identified for Development?**

Manager Evaluation

Answer

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- 7) In the **INTERIM – Specific Action to be Taken by the Ratee** section, specify any steps the Employee may need to take to improve their rating for the remaining review period in the **Answer** field.

**INTERIM - Specific Action to be taken by the Ratee** Guide Me

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Question ↶ ✓  
**What is the Specific Action to be Taken by Ratee?**

Manager Evaluation

Answer

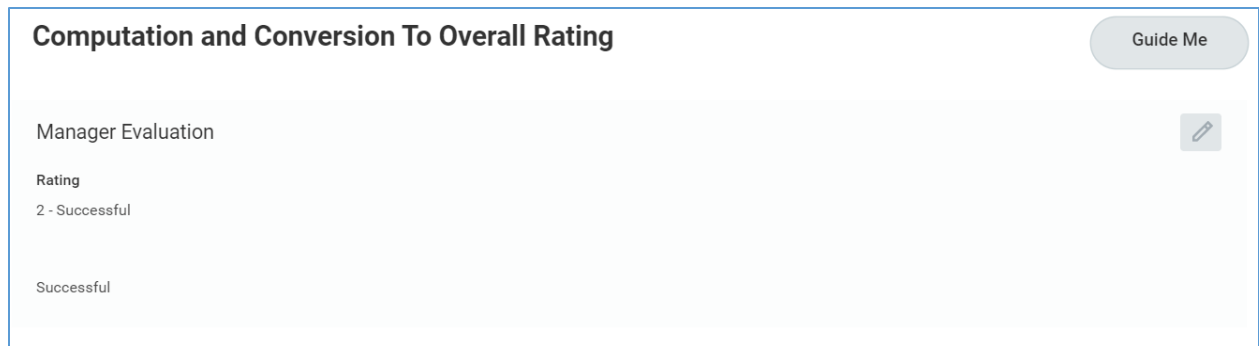
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- 8) In the **INTERIM – Attachments: Significant Events** section, upload a completed Significant Events Sheet or other documentation to keep track of events that occurred during the review period by clicking the **Add** button.

Manager

Add

**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 Interim Review**

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **Manager Evaluation: Interim Review** task under **Actions** on the left.
- 3) Review Employee's acknowledgment and any comments.
- 4) Click **Approve**.

Manager's Manager (Reviewer) will receive a **Manager Evaluation: Interim Review** task in their Workday Inbox.

## **Step 3: Manager's Manager (Reviewer) Reviews & Approves Interim Review**

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **Manager Evaluation: Interim Review** task under **Actions** on the left.
- 3) Review the Supervisor's Interim Rating, Interim Justification, Interim Development Plan and Employee Agreement.
- 4) Click **Approve**.

The **PAR – Interim** process is now complete. The next review will be the **PAR – Final** at the end of the year, with a final evaluation of the Employee's performance.