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

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.

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.

**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.