Workday Performance Review: Civil Service Staff

**PAR-Initial Agreement**

1. HR Initiates PAR-Initial Review in Workday
2. Supervisor Completes Initial Agreement
3. Employee Completes Initial Agreement
4. Supervisor Reviews Employee Initial Agreement
5. Manager Approves Initial Agreement
6. HR Reviews Initial Agreement

**PAR-Interim**

1. HR Initiates PAR-Interim Review in Workday
2. Supervisor Completes Interim Self-Evaluation
3. Employee Completes Interim Self-Evaluation
4. Supervisor Reviews Interim Self-Evaluation
5. Manager Approves Interim Evaluation
6. HR Reviews Interim Evaluation

**PAR-Final**

1. HR Initiates PAR-Final Review in Workday
2. Supervisor Completes Final Evaluation
3. Employee Completes Final Self-Evaluation
4. Supervisor Reviews Final Self-Evaluation
5. Manager Approves Final Evaluation
6. HR Reviews Final Evaluation