



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

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

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

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

Manager Evaluation

Answer

Format **B** *I* U **A** ☰ 🔗 ↶

- 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

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

Manager Evaluation

Answer

Format **B** *I* U **A** ☰ 🔗 ↶

- 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**.

Step 2: Employee Review Acknowledgement

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 3: 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 4: 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.