

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

### **Step 1: Supervisor Completes Interim/Final Evaluation**

- 1) Login to Workday and click on the Inbox in the top right corner.
- Click the PAR Interim/Final Immediate Supervisor Evaluation task under Actions on the left.



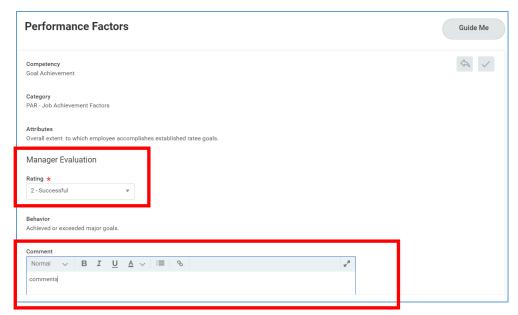
3) In the **Performance Factors** section, you will enter your evaluation of the Employee's performance for the six-month period.

**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.

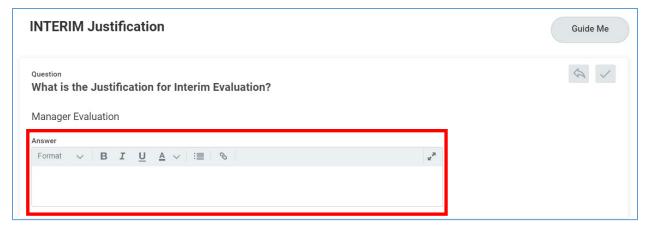
4) Enter **Comments** for each Competency rating, as needed.



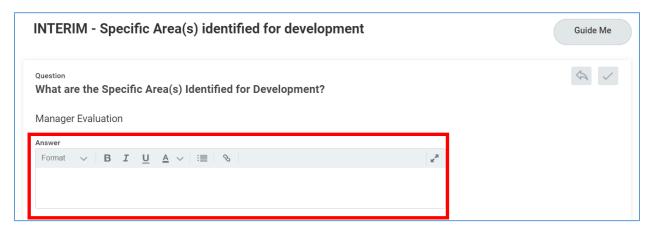
The **Summary** section will contain an average of all Competency Ratings you assigned, as well as a Calculated Proficiency Rating for the Employee.



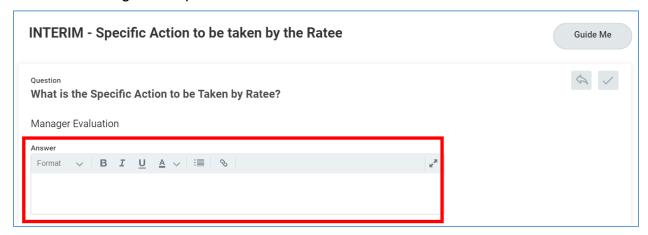
5) In the **INTERIM Justification** section, enter into the **Answer** field any justification for the overall rating established.



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.

#### **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/Final Review

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **Manager Evaluation: Interim/Final 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/Final Review** task in their Workday Inbox.

## Step 4: Manager's Manager (Reviewer) Reviews & Approves Interim/Final Review

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

The **PAR – Interim/Final** 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.