Performance Management – Civil Service
PAR – Interim/Final Agreement (Employee)

Employee Completes Self Evaluation: Interim/Final Review – PAR

1) Login to Workday and click on the Inbox in the top right corner.
2) Click the PAR Employee Review Acknowledgement task under Actions on the left.

3) Review the instructions and dates for the PAR.
4) In the Performance Factors section, review each Competency, Category, and Attribute, as well as individual Ratings provided by your Immediate Supervisor.
5) In the **INTERIM/FINAL Justification** section, review the Supervisor’s justification for the overall rating established.

6) In the **INTERIM/FINAL – Specific Area(s) identified for development** section, review the areas of focus recommended by the Supervisor for the remaining review period.

7) In the **INTERIM/FINAL – Specific Action to be Taken by the Ratee** section, review the steps recommended by the Supervisor to improve your rating for the remaining review period.

8) In the **INTERIM/FINAL – Attachments: Significant Events** section, you may upload documentation throughout the year to keep track of significant events that occurred during the review period.
9) After review of the above, return to the top of screen to the Acknowledgement section. Click in the Status field and select I acknowledge with comments.

10) In the comment box, write if you agree or disagree with your PAR rating AND write the date that you met with your supervisor.

Example: I agree with the Interim/Final PAR ratings and I met with my immediate supervisor on 6/10/20.

Example: I met with my supervisor on 6/5/20 and I disagree with the Interim/Final PAR ratings.
Employee acknowledges that a meeting (phone, video, or face to face) was held with the immediate supervisor to discuss the Interim PAR ratings.

1. After your meeting with an immediate supervisor select “I acknowledge with comments” in the drop down menu below.
2. In the comment box below, write if you agree or disagree with your PAR rating AND write the date that you met with your supervisor.

Example: I agree with the Interim PAR ratings and I met with my immediate supervisor on 6/10/20.
Example: I met with my supervisor on 6/10/20 and I disagree with the Interim PAR ratings.

Acknowledgement

Employee Acknowledgement

Status

I acknowledge with comments

Comment

I agree with the Interim PAR ratings and I met with my immediate supervisor on 6/10/20.

11) Click Submit.

Supervisor will receive a Manager Evaluation: Interim/Final Review task in their Workday Inbox.