

Performance Management – Civil Service PAR – Initial Agreement (Employee)

Employee Completes Initial Agreement

After Supervisor completes the PAR – Initial Agreement, the Employee will receive a task in their Workday Inbox to review and acknowledge the agreement.

- 1) Login to Workday and click on the Inbox in the top right corner.
- 2) Click the **PAR Initial Agreement** task under **Actions** on the left.
- 3) Confirm accuracy of the **Review Period** and review the instructions regarding the Performance Assessment Review (PAR) process.

1	Q Search			P 🕈 🗅
	Inbox			
	Actions (2)	Archive	Complete Self Evaluation Self Evaluation: Initial Agreement - PAR for Employee: John Smith	☆ 륩 ۞ 『
I	PAR - Initial Agreement: John Smith 4 minute(s) ago - Effective 01/01/2020		4 minute(s) ago - Effective 01/01/2020	Review Period 01/01/2019 - 01/01/2020
		*	The Performance Assessment Review (PAR) is the annual three-part evaluation process for Civil Service employ step the immediate supervisor should establish goals, job responsibilities and essential criteria that will be the employee performance over the review period. The Interim Evaluation step is the midpoint review completed by who rates the employee's performance, provides feedback and establishes, when necessary, actions plans ident Final Evaluation step is the cumulative review completed by the immediate supervisor at the end of the review p employee's performance, provides feedback and establishes, when necessary, actions plans identified for devel	yees. In the Initial Agreement basis for evaluating the immediate supervisor tified for development. The seriod who rates the lopment.

- 4) Review the overall goals for your particular unit in the Unit Goals section.
- 5) Review the specific goals that pertain to you in the Ratee Goals section.
- 6) Review the job responsibilities and essential criteria on which your performance will be assessed in the **Job Responsibilities and Essential Criteria** section.
- 7) In the Employee Initial Agreement section, respond to the question: Are you in agreement with the elements of the PAR? Click in the Rating field, and select from the following:
 - Rating 1 I Agree
 - Rating 2 I Disagree

Employee Initial	Agreement		Guide Me
Question Are you in agreeme	nt with the elements of the PAR?		\Leftrightarrow \checkmark
Employee Evaluation			
Rating *	•		
select one			
Rating 1 – I Agree	~ ∷≣ %	R ^M	
Rating 2 – I Disagree			

8) Enter comments, if any, for the Supervisor in the **Answer** field.

Question Are you in agreement with the elements of the PAR?				
Employee Evaluation Rating * Rating 1 - I Agree				
Answer Format ∨ B I U A ∨ i≣ %	*			

- 9) In the **Face to Face Meeting** section, respond to the question: *Have you met with your supervisors and reviewed the contents of the Initial PAR?* Click in the **Rating** field, and select from the following:
 - Rating 1 I Agree
 - Rating 2 I Disagree

10)Enter the <u>date</u> of the meeting in the **Answer** field.

Face to Face Meeting	Guide Me
Question A meeting has been held between employee and immediate supervisor to discuss the elements of the Performance Assessment Review (PAR). Add the date of the meeting in the answer box below. Employee Evaluation	\mathcal{F}
Rating * Rating 1 - I Agree •	
Answer	
Normal ∨ B <i>I</i> <u>U</u> <u>A</u> ∨ i≣ ⊗ 6/05/19	

11)Click Submit.