

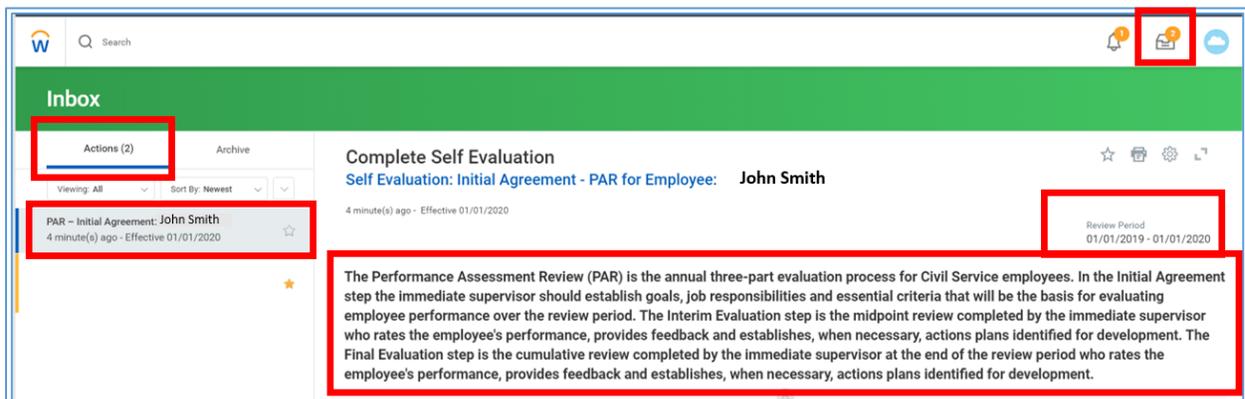


Performance Management – Civil Service PAR – Initial Agreement (Employee)

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.



- 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 agreement with the elements of the PAR?

Employee Evaluation

Rating * ↶ ✓

select one

Rating 1 – I Agree

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

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 date 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

Rating * ↶ ✓

Rating 1 – I Agree

Answer ↶ ✓

Normal B I U A

6/05/19

11) Click **Submit**.