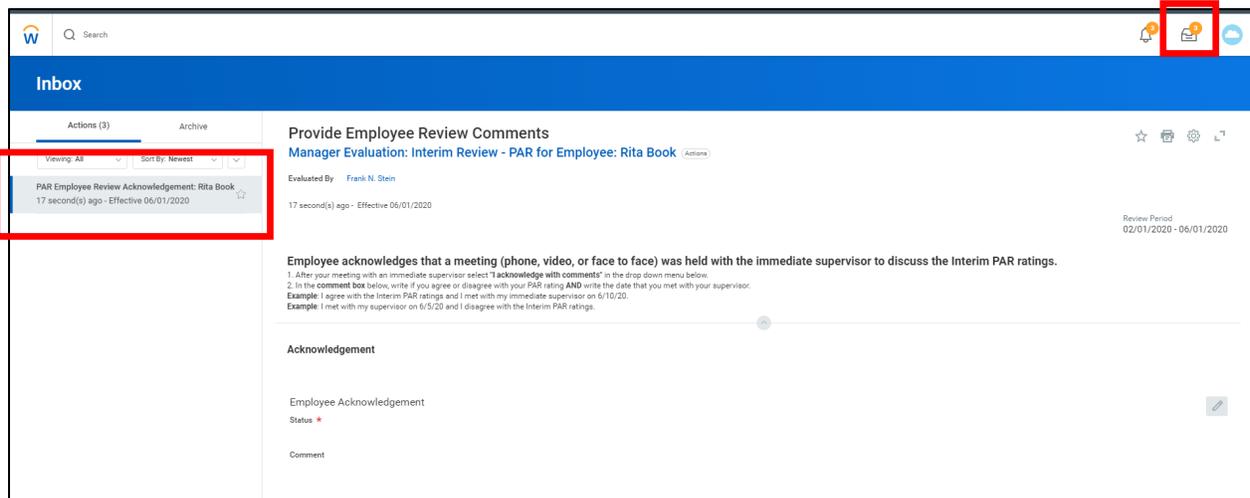




Performance Management – Civil Service PAR – Interim/Final Agreement (Employee)

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.

Performance Factors

Guide Me

Competency
Goal Achievement ✎

Category
PAR - Job Achievement Factors

Description
Overall extent to which employee accomplishes established ratee goals.

Competency
Timeliness ✎

Category
PAR - Job Achievement Factors

Description
Overall extent to which employee meets specified schedules and deadlines.

Competency
Communication ✎

Category
PAR - Job Related Factors

- 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.

INTERIM /FINAL Justification

Question
What is the Justification for Interim Evaluation ?

Guide Me

INTERIM /FINAL - Specific Area(s) identified for development

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

Guide Me

INTERIM /FINAL - Specific Action to be taken by the Ratee

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

Guide Me

INTERIM /FINAL - Attachments: Significant Events

Employee

Add

Guide Me

Employee Interim /FINAL Agreement

Question
Are you in agreement with with the Interim Rating ?

Guide Me

- 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 6/5/20 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.