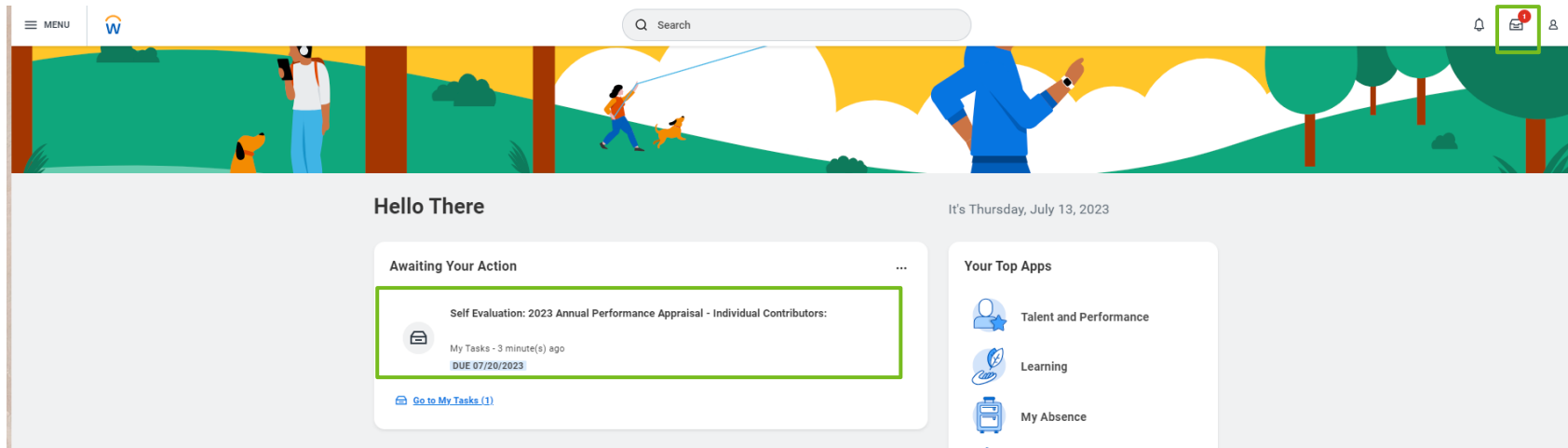


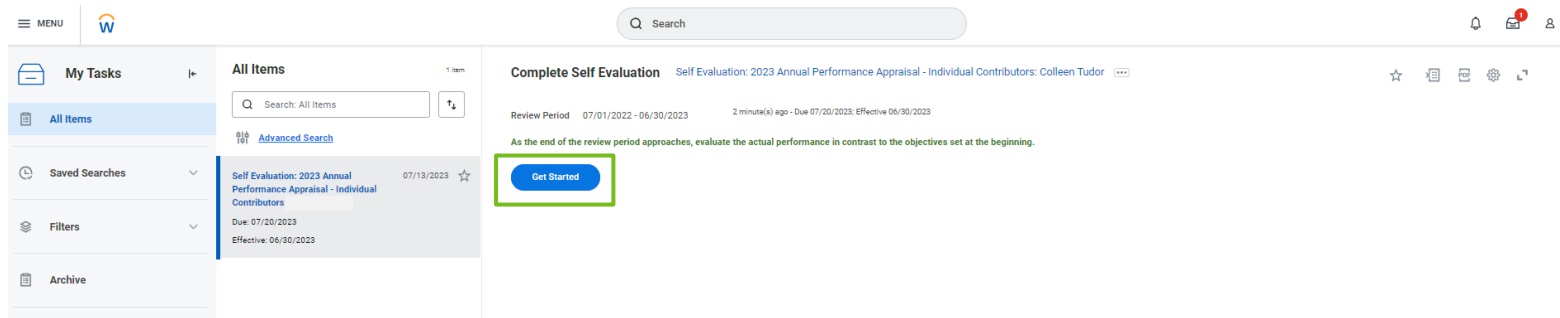
The following job aid details the process for employees to complete their annual self-evaluations within Workday. The following information and screenshots are subject to change, and this should just be viewed as a guide.

SET CONTENT

- Once the HR Talent Administrator kicks off the annual Performance Review for Organization task within Workday, you will receive a notification like the one below, to complete your self-evaluation.



- By selecting either of the highlighted options above, you will be brought to a screen that looks like the one shown below. Click on the "Get Started" box shown.



3. The next screen that will appear is the Performance Goals. Rate and comment on each goal identified for this review period. Once you've filled in all required fields and added option detail/comments select "Next" to proceed.

Complete Self Evaluation
Self Evaluation: 2023 Annual Performance Appraisal - Individual Contributors: Coll...
07/01/2022 - 06/30/2023


Performance Goals
GBMC HealthCare Greater Values Assess...
GBMC HealthCare Essential Responsibilities...
Feedback
Overall Rating
Review and Submit

GBMC HealthCare Greater Values Assessment
Rate each of the Competencies below adding comments related to this year's performance.

Competency	Description	Employee Evaluation
Respect	<p>Behaviors</p> <ul style="list-style-type: none"> I will treat everyone with COURTESY I will foster a HEALING ENVIRONMENT I will ACCEPT people of various backgrounds and cultures <p>Competencies</p> <ul style="list-style-type: none"> Customer Focus - Maintains effective relationships with customers and is dedicated to meeting their requirements. Approachability - Puts others at ease and is seen as approachable by all levels of the organization. Peer Relationships - Gains the trust and support of peers and encourages collaboration. Managing Diversity - Treats all employees fair and equitable regardless of race, religion, gender or sexual orientation. 	Proficiency Rating
Excellence	<p>Behaviors</p> <ul style="list-style-type: none"> I will STRIVE for SUPERIOR PERFORMANCE in every aspect of my work I will RECOGNIZE and CELEBRATE the accomplishments of others <p>Competencies</p> <ul style="list-style-type: none"> Self-Development - Committed to personal improvement and works to leverage his/her strengths and to improve areas of opportunity. Functional/Technical Skills - Has the functional/technical knowledge and skills to perform at a high level. Creativity - Comes up with new and unique ideas and makes connections and offers creative possibilities. Motivating Others - Invites input and diverse perspectives from others and can motivate other team members. Shares ownership and recognition. 	Proficiency Rating
Accountability	<p>Behaviors</p>	Proficiency Rating

Back Next Save for Later Close

4. The next screen is GBMC HealthCare Greater Values. Complete all required fields and select "Next" to proceed.
5. The next screen is the GBMC Healthcare Essential Responsibilities. Complete all required fields and select "Next" to proceed.
6. The next field is employee feedback. If any feedback was provided by the employee or other managers throughout the fiscal year, you will be able to view that here. You can also provide additional manager feedback if you choose. Once completed select "Next" to move forward.

 **Note:** From the Summary Editor, if at any time you need to pause the process, you can select "Save for Later", and it will save your progress.

7. The last section will allow you to review all information that you have provided. If at this point you wish to adjust, you can click on any of the tabs in the left margin to return to that section of the review. Once finished select “Submit” to complete the self-assessment.

Overall Rating	
Manager	Employee
Calculated Rating: Role Model (Rounded from 2.6)	Calculated Rating: Solid Performer (Rounded from 2.4)
Rating: Role Model	Rating: Solid Performer
Comment: comment	Comment: comment required here.

Process History

Judy Starling
Complete Evaluation - Awaiting Action
Due 07/20/2023

Submit Send Back Save for Later

8. Success! Event Submitted!

Finally – you will be brought to another screen showing a summary. You can select “Done” and the notification will be removed from your Workday Inbox.