



# Performance Reviews



*The Performance Reviews tip sheet is for all employees.*

## Overview

Performance reviews are an opportunity for workers to identify goals for growth, self-assess and receive feedback on their performance, and document development across the employee's career.

Please check with your supervisor or HCM partner for the appropriate process and timeline for annual reviews. However, workers at all institutions have the same functionality in Workday for accessing their evaluations.

## Viewing Your Performance Reviews

1. In the upper right corner of Workday, select the **Profile icon** > **View Profile**.
2. Select **Performance** from the menu on the left. A list of previously completed evaluations displays.
3. Select a review to view the status or **View** the review or select **Create New PDF** to create a copy to print.