



## Annual Performance Evaluations—Employees

The annual performance evaluation is part of performance management at VUMC. To begin the annual performance evaluation process, VUMC employees must check their Workday Tasks to access their self-evaluation (see steps below). For a full walkthrough on completing the employee self-evaluation, see course **WDHR-801-W2-Annual Performance Review in Workday for Employees** in the Learning Exchange.

### Employee Self Evaluation

#### From the Workday Homepage:

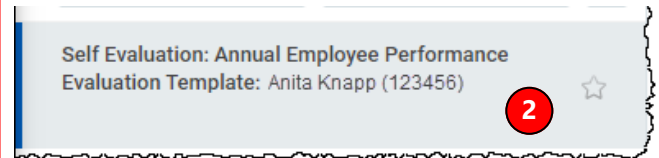
1. Select the **My Tasks** icon.
2. Select the **Task** titled **Self Evaluation: Annual Employee Performance Evaluation Template: <Employee Name>**.
3. After reviewing the instructions for the Self Evaluation, select **Get Started**.
4. Complete the Self Evaluation as guided.
5. Hover over WalkMe SmartTips for additional guidance while completing the evaluation.

**Note:** If you do not see WalkMe SmartTips, follow the instructions on this guide: [WalkMe Extension - Mac Instructions](#).

6. When the Self Evaluation is complete, review and select **Submit** to send it to your manager for their comments and ratings.

**Note:** Once an evaluation has been submitted, it **cannot be edited for any reason**.

See page 2 of this guide for a full outline and the next steps in the evaluation process.



### Complete Self Evaluation

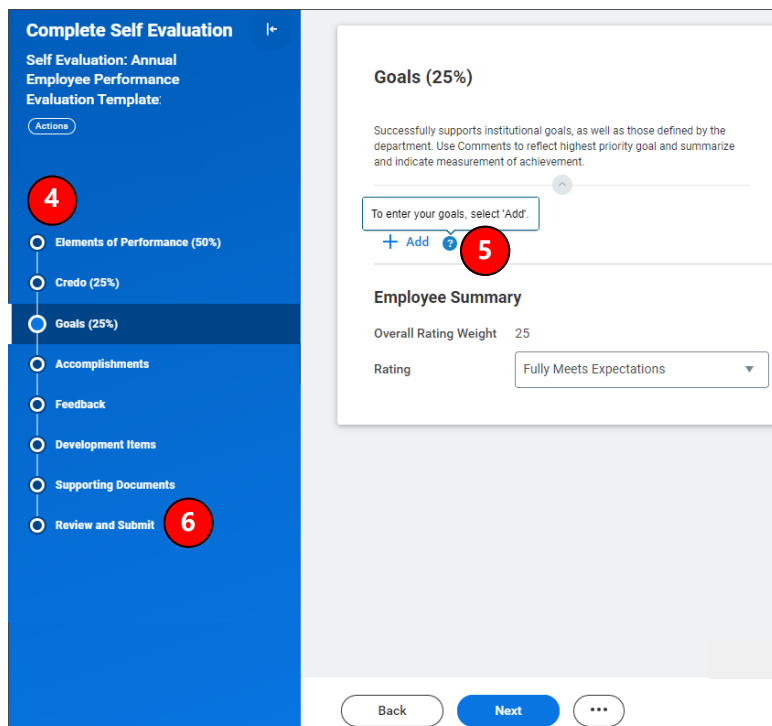
Self Evaluation: Annual Employee Performance Evaluation Template: Anita Knapp (123456)



Although voluntary for all non-nurse employees, the self-evaluation form allows employees to become active participants in the evaluation process. Leaders can see how employees rate themselves on their goal progress (25%), performance (50%), and Credo adherence (25%). Leaders are also able to note challenges that employees faced, limiting the employee's ability to perform at their best. While all sections are considered as part of the evaluation process, only the sections with a percentage value are used to populate the overall rating.

Leaders, ensure that your feedback on your employee's self-evaluation form is based on observations, continuous coaching, and feedback made and collected throughout the year.

Employees, this new form allows you to highlight the skills and contributions you bring to the organization by providing you the opportunity to include skill-building and development initiatives and attach supporting documents of projects completed.





## Annual Performance Evaluations—Employee

### Annual Performance Evaluation Process:

The steps below provide a summary of the annual performance evaluation process:

**Step 1:** All employees will receive a Task in Workday to complete their self-evaluation.

**Step 2:** The employee then completes the self-evaluation or selects **Skip This Task** to opt out of the self-evaluation and to move the Annual Performance Evaluation process forward. Please note the self-evaluation is optional in Workday for all employees.

**Step 3:** The manager will be notified to begin the manager evaluation after the employee has completed or skipped the self-evaluation.

**Step 4:** The manager will schedule the performance discussion. If your manager has scheduled the performance discussion, but you have not yet received a PDF version of the evaluation reach out to your manager. If the manager adjusts the overall performance rating after the discussion, an email confirming the updated rating should be forwarded to the employee.

**Step 5:** After the manager has submitted the employee's annual evaluation form, the employee will get a Task in Workday prompting them to **Acknowledge** the Annual Performance Evaluation.

**Step 6:** After the employee completes their Acknowledgement, the manager will receive a Task in Workday prompting them to Acknowledge the Annual Performance Evaluation.

The Annual Performance Evaluation Process is now complete. Completed Annual Performance Evaluations can be found on the Employee's Profile under the **Performance tab**.

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).