



## 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:

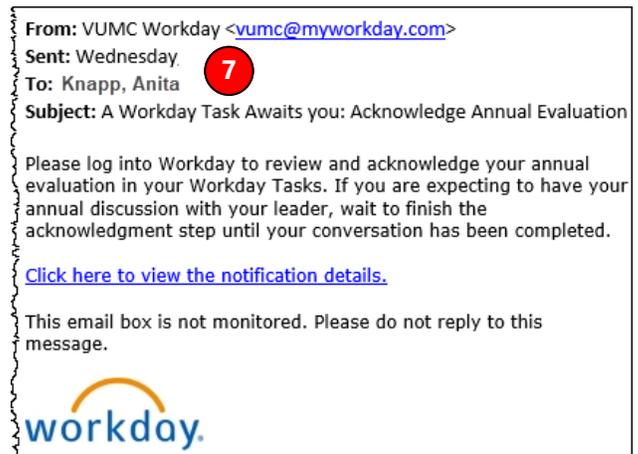
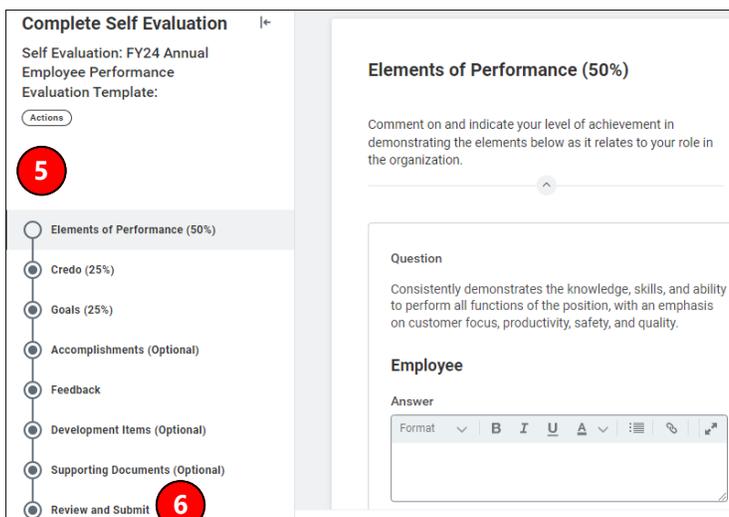
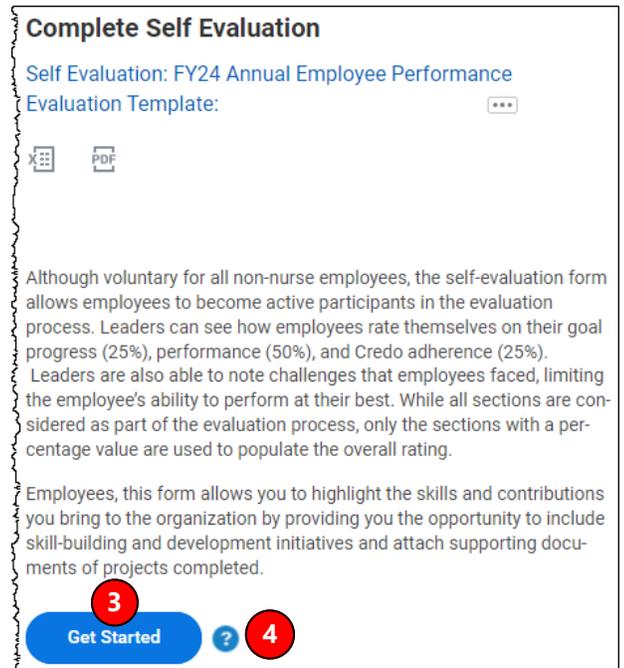
1. Select the **My Tasks** icon.
  2. Select the **Task** titled **Self Evaluation: Annual Employee Performance Evaluation Template: <Employee Name>**.
  3. After reviewing the instructions for the Self Evaluation, select **Get Started**.
  4. Hover over WalkMe SmartTips for additional guidance while completing the evaluation.
- Note:** If you do not see WalkMe SmartTips, follow the instructions on this guide: [WalkMe Extension - Mac Instructions](#).
5. Complete the Self Evaluation.
  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 can no longer be edited.

7. After the manager has completed their evaluation, you will receive a **Task in Workday**, as well as, an **Outlook email** prompting you to acknowledge the annual evaluation in **Workday**.

**Note:** You can go directly to the task by opening the hyperlink in the Outlook email.

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





## 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 (with the exception of nursing staff).

**Step 3:** The manager will receive a Task in Workday to begin the manager evaluation after the employee has completed or skipped the self-evaluation. If needed, the manager can use the Send Back function to send the evaluation back to the employee.

**Step 4:** The manager will schedule the annual discussion with the employee.

**Step 5:** After the annual discussion has occurred, the manager provides any edits needed to the annual evaluation and submits the annual evaluation. Once the manager hits the submit button, the manager can no longer edit the evaluation.

**Step 6:** The employee will receive a **Task in Workday**, as well as, an **Outlook email** prompting them to acknowledge the annual evaluation **in Workday**. The email will be from [vumc@myworkday.com](mailto:vumc@myworkday.com) and will have the heading **A Workday Task Awaits You: Acknowledge Annual Evaluation**.

**Step 7:** 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).