

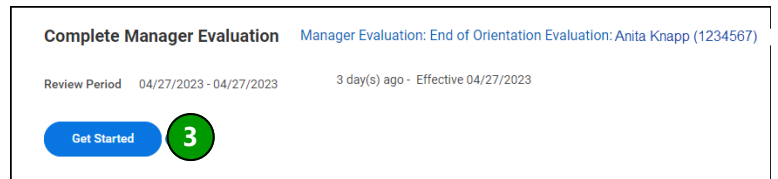
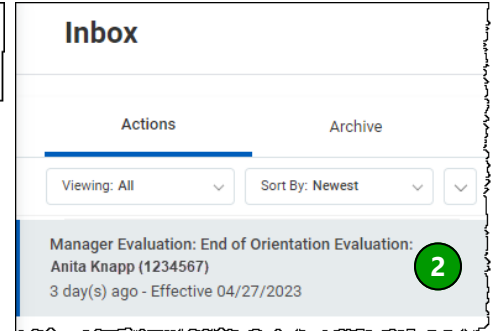


End of Orientation—Manager Evaluation

When an employee has reached the end of the orientation period (6 months for exempt/90 days for non-exempt) the manager will receive a Workday Inbox task to complete the End of Orientation Manager Evaluation. Follow the steps below to access and complete the End of Orientation Manager Evaluation.

From the Workday Home Page:

1. Select the **Inbox Icon**.
2. Choose the inbox task entitled **Manager Evaluation: End of Orientation Evaluation**.
3. Select **Get Started**.



Navigating the End of Orientation Manager Evaluation:

1. The End of Orientation Manager Evaluation consists of five sections:
 1. Evaluation Ratings
 2. Competencies and Requirements
 3. Strengths and Development Opportunities
 4. Overall
 5. Review and Submit

2. Use the **menu** on the **left side** of the screen to navigate to the different sections.

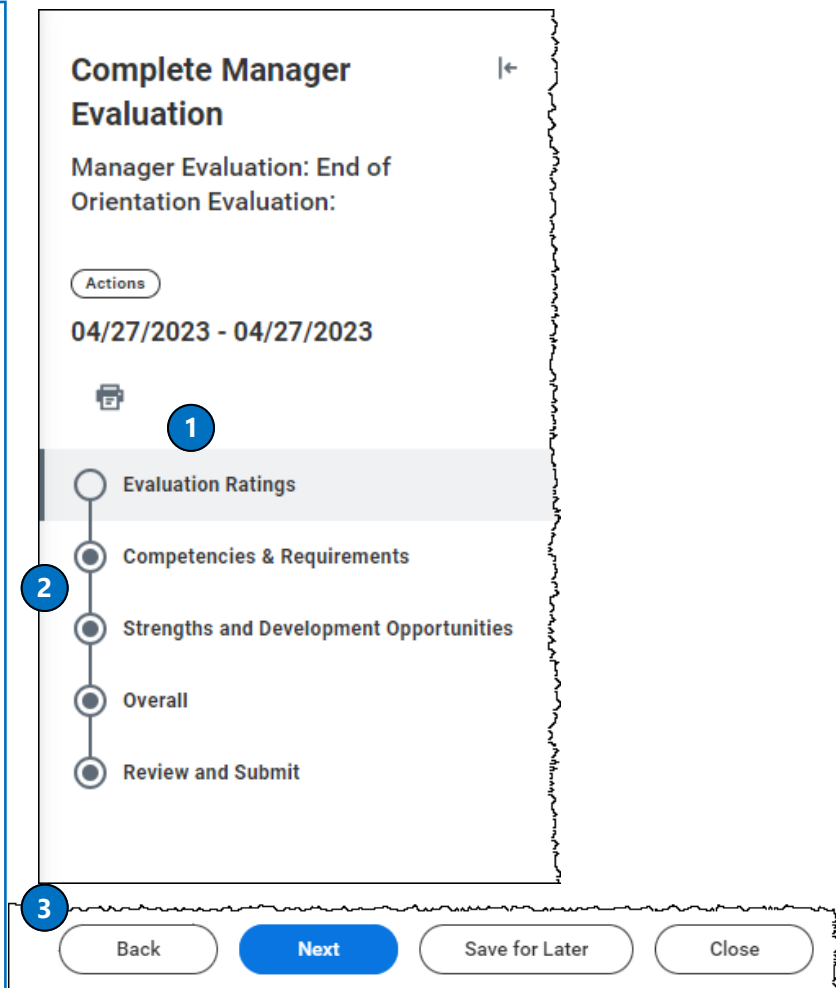
3. The buttons at the bottom of the screen can also help in navigating the End of Orientation Evaluation. A description of each is below:

Back will take you to the previous section.

Next will take you to the next section

Save for Later will save all of your completed responses so you can return to the task from your inbox at a later date.

Close will exit the evaluation. If you have not selected **Save for Later**, your responses will not be saved. The task will remain in the inbox until it is completed.





End of Orientation—Manager Evaluation

From the End of Orientation Evaluation:

1. In the first section, **Evaluation Ratings**, select a rating for the employee in the following categories: **Quality of Work, Quantity of Work, Credo, Ability to Learn, Initiative, and Availability.**
2. In the second section, **Competencies and Requirements**, select a response of **Yes** or **No** for the four questions listed on the page.
3. In the third section, **Strengths and Development Opportunities**, provide **short answer** responses commenting about the employees strengths and any development opportunities.

Evaluation Ratings
Complete **Evaluation Ratings** for each section: Quality of Work, Quantity of Work, Credo, Ability to Learn, Initiative, and Availability.
Note: For each section, you will choose from the same rating scale: Below Expectations, Partially or Inconsistently Meets Expectations, Fully Meets Expectations, Exceeds Expectations.

Competencies & Requirements
Complete the Competencies & Requirements section by selecting a response of Yes or No for the four questions listed on the page.

Strengths and Development Opportunities
Complete Strengths & Development Opportunities sections. Add comments about the employee's strengths and any development opportunities.

From Overall and Review and Submit:

1. In the fourth section, **Overall**, select the overall rating that best reflects the employee's performance during the orientation period. Use the dropdown menu to choose from **Exceeds Expectations, Fully Meets Expectations, Partially or Inconsistently Meets Expectations, or Below Expectations.**
2. Select **Next** to continue to the next section.
3. In the final section, **Review and Submit**, scroll through the evaluation and review all of the responses to ensure accuracy. If changes are needed, select the **section** from the **menu** to make changes within that specific section.
4. When you have completed the review, select **Submit**. After submission, the End of Orientation Evaluation cannot be edited.

Overall
In this section, you must provide an overall rating of your employee's performance for the orientation evaluation period.

Manager
Rating: select one

Review and Submit
Evaluation Ratings
Competencies & Requirements
Strengths and Development Opportunities
Overall
Review and Submit

Submit Save for Later



End of Orientation—Conversation and Acknowledgment

After the End of Orientation Manager Evaluation has been submitted, a To Do action will appear. This will also appear in your inbox. The manager will need to schedule a conversation to review the evaluation with the employee. After the conversation has been marked as completed, the employee will receive an inbox task to acknowledge the End of Orientation Evaluation. After the employee has acknowledged, the evaluation is found on the employee profile.

End of Orientation Conversation:

1. A pop-up will appear noting successful submission. Select **To Do**.
2. If you had the conversation with your employee prior to submission, you can select **Submit**. If you have not had the conversation with your employee, take time to schedule this conversation and select **Save for Later**. The task will remain in your inbox until you are ready to submit.

Completed Evaluations:

After the conversation has been marked as completed, the employee will get an inbox task to acknowledge the End of Orientation Evaluation. They can choose to acknowledge with or without comments.

1. The completed End of Orientation Evaluation can be found on the Employee's profile. In the search bar, type the **name of the employee**.
2. Select the **appropriate employee** below.
3. On the blue menu, select **Performance**.
4. Select **Performance Reviews** from the menu at the top. The End of Orientation Evaluation will appear here. You can view the Evaluation in Workday or download it as a PDF.

Review	Review Period Start Date	Review Period End Date	Manager Rating	View Review	Create Review PDF
End of Orientation Evaluation: Anita Knapp (1234567)	04/27/2023	04/27/2023	Fully Meets Expectations	<button>View</button>	<button>Create New PDF</button>



End of Orientation—Process

The steps below provide a summary of the entire End of Orientation Process.

Step 1: The manager will receive a Workday **Inbox task** to complete the End of Orientation (EEO) evaluation.

Step 2: The manager fills out the evaluation.

Step 3: The manager schedules the EEO conversation with the employee.

Step 4: After the EEO conversation, the manager will update the evaluation, if needed, and then select **Submit**.

Note: Once the evaluation has been submitted, it cannot be edited.

Step 5: Next, the manager will receive the inbox task **To Do: Complete Performance Discussion**. Select the **To Do** button and then click **Submit**. Only after this step has been taken will the employee be able to acknowledge the evaluation.

Step 6: The employee will receive an inbox task in **Workday** prompting them to **Acknowledge** the EEO.

The EEO is now complete. Completed EEO can be found on the Employee's Profile under the **Performance** tab.

QUESTIONS?

Please email BusinessEducation@vumc.org.