

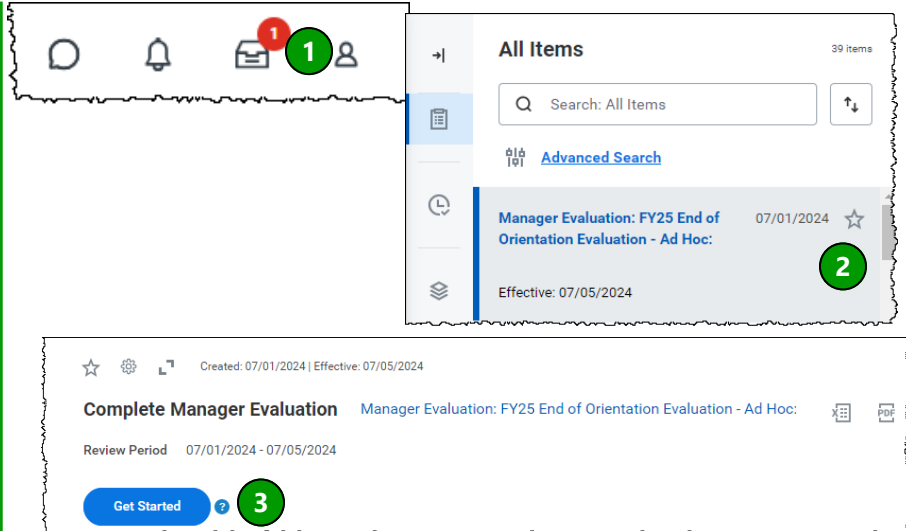


End of Orientation—Manager Evaluation

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 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 **My Tasks Icon**.
2. Choose the 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.

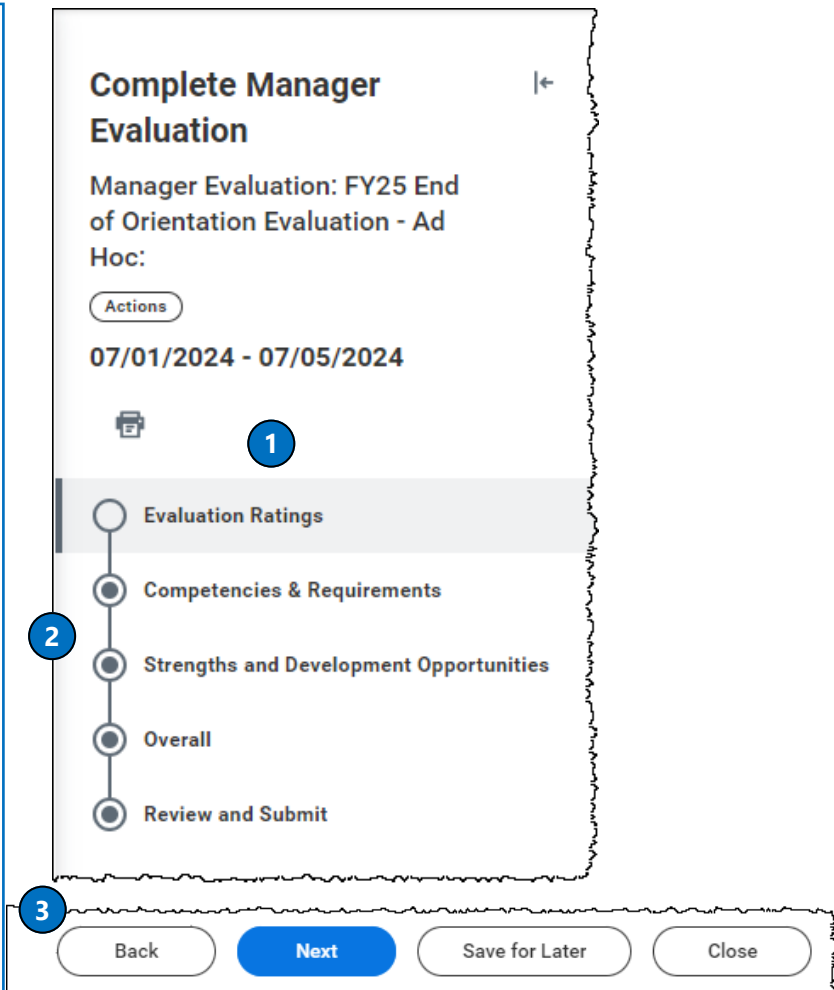
3. The buttons at the bottom of the screen can also help in navigating the End of Orientation Evaluation. A description of each is below:

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 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**. The ratings selected will be automatically calculated into an overall rating.
2. In the second section, **Competencies and Requirements**, select a response of **Yes** or **No** for the five questions listed on the page. Only select **Yes** for the Manager Summary if you have completed all items.
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 five questions listed on the page. Only select **Yes** for the Manager Summary if you have completed all items.

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**, the default rating will automatically populate. You can override this rating by selecting a new rating. If the rating is changed, the Override Calculated Rating box will automatically be checked.
2. The add comment field is required. Please add a summary of the EEO discussion with the employee here and/or explain why the rating was overridden.
3. Select **Next** to continue to the next section.
4. 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.
5. When you have completed the review, select **Submit**. After submission, the End of Orientation Evaluation cannot be edited.

Overall
In this section, the employee's overall rating is automatically calculated from the ratings given in the Evaluation Ratings section.
To override the overall rating, select the **Override Calculated Rating** check box. If you choose to override the employee's overall rating, you are required to give a reason in the **Comment** field.

Review and Submit
Review your responses and make any necessary changes. Select **Submit** to complete the evaluation or **Save for Later** to return to it 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 tasks. The manager will need to schedule a conversation to review the evaluation with the employee. After the conversation has been marked as completed, both the employee and the manager will need to acknowledge the evaluation in their Workday Tasks.

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.

Success! Event submitted
Up Next: with Employee | Complete Performance Discussion
[View Details](#)
To Do 1

Complete To Do Complete Performance Discussion with Employee ...
For Anita Knapp (1234567)
Overall Process End of Orientation Evaluation: Anita Knapp (1234567)
Overall Status In Progress

Submit 2 **Save for Later** 2 Close

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.

Search Anita Knapp 1

Anita Knapp (1234567) 2
Cashier | VUH Nutrition Cafeteria 15 | THE VANDERBILT CLINIC (LOC00130)
[VIEW MORE](#)

- Personal
- Performance** 3
- Career
- Feedback

Goals Development Items **Performance Reviews** 4 views

In Progress 1 item

Review	Contains Hidden Sections	Review Period Start Date	Review Period End Date	Status	Awaiting	View Review	Create Review PDF
FY24 Annual Employee Performance Evaluation Template	Yes	07/01/2023	06/30/2024	Complete Self Evaluation for Performance Review		View	Create New PDF



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 **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 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 a task in **Workday** prompting them to **Acknowledge** the EEO.

Step 7: After the employee has acknowledged their EEO evaluation, the manager will be prompted to acknowledge the EEO evaluation in **My Tasks**.

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.