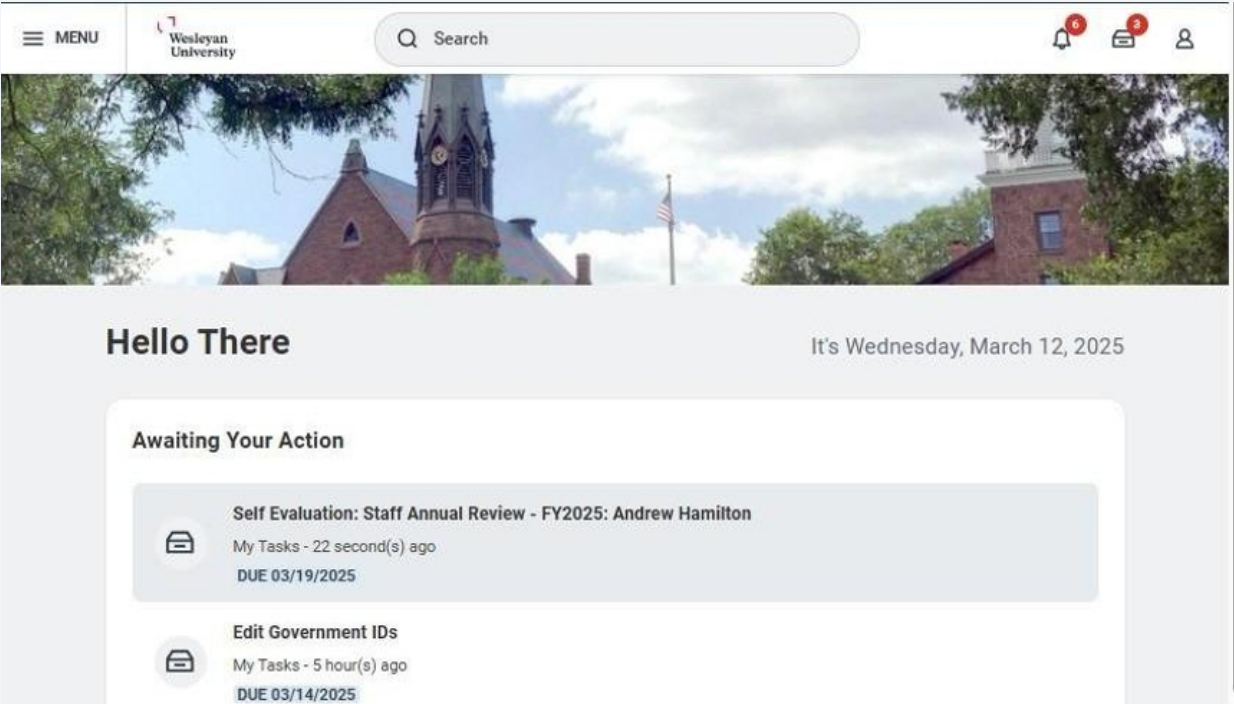


Annual Staff Performance Review - Staff Overview

Completing Your Self-Evaluation

1 Navigate to Workday.



The screenshot shows the top navigation bar of the Workday system. On the left is a 'MENU' icon. In the center is the 'Wesleyan University' logo and a search bar. On the right are notification, messages, and user profile icons. Below the navigation bar is a banner image of a brick building with a steeple. The main content area displays a greeting 'Hello There' and the date 'It's Wednesday, March 12, 2025'. A section titled 'Awaiting Your Action' contains two task cards. The first card is for 'Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton', with a 'My Tasks' icon, a timestamp of '22 second(s) ago', and a due date of 'DUE 03/19/2025'. The second card is for 'Edit Government IDs', with a 'My Tasks' icon, a timestamp of '5 hour(s) ago', and a due date of 'DUE 03/14/2025'.

2 Click on the **Self Evaluation** task in your inbox.

Hello There

It's Wednesday, M

Awaiting Your Action



Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton

My Tasks - 22 second(s) ago

DUE 03/19/2025



Edit Government IDs

My Tasks - 5 hour(s) ago

3 Click **Get Started**.

**The questions in this section are a guide to help staff prepare to complete the self-evaluation form as well as for the annual performance review conversation. Recorded answers to these questions are not required.*

Wesleyan University

Item 1 of 3

Created: 03/12/2025 | Due: 03/19/2025 | Effective: 06/30/2025

Complete Self Evaluation

Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton

Review Period 07/01/2024 - 06/30/2025

Completing the self-review provides you with the opportunity to reflect on your achievements over the past year. Your input and perspective are important components to the annual review conversation.

As you complete the self-review, consider the following:

- How has this year been for you?
- What was your best day? What was your worst day?
- What accomplishments have you made? What challenges have you experienced?
- Does the position still meet your expectations? If not, what are the areas or expectations that have changed?
- How can your supervisor better support you in your role?
- What areas do you need additional training or guidance?

Once you have completed this form, please submit this to your supervisor for review.

Get Started

4

Current Goals: Current goals entered in the goals area in the performance section of the staff member's profile will automatically roll into the annual review form. Staff can update any section of the goal (i.e., goal, description, dates, status, milestones) on the review form.

Goals not listed in the goals area as of April 1 can be added to the review form.

**Changes on the review form will be reflected in the goals area once the review form has been finalized.*

Union Staff: Union members do not enter goals so this section will not appear on union staff self-evaluation forms.

The screenshot displays the 'Complete Self Evaluation' interface for a staff member named Andrew Hamilton, reviewing for FY2025. The left sidebar shows navigation options: Current Goals (selected), Future Goals, Core Responsibilities and Contributions, Supervisor Accomplishments, Professional Development, Supporting Documents, and Review and Submit. The main content area shows a goal with the following details:

- Goal:** Assist with the creation and monthly updates to the monthly HR metrics Report ensuring data is updated and accurate each month.
- Description:** (Empty text area)
- Due Date:** 12/31/2024
- Category:** (Empty dropdown)
- Status:** In Progress
- Track By:** select one

Below the goal details is a 'Milestones' section with 4 items:

*Milestone	Due Date	Status
Update monthly report regularly and communicate report to team	12/31/2024	In Progress
Review existing report templates and data sources.	09/30/2024	Completed
Meet with SMEs to understand metrics for each area	09/30/2024	Completed

5

Employee Comment: Staff must provide their comments on the outcome of each goal listed.

**Comments are required for each goal.*

Click **Next** to go to the next section.

The screenshot displays a software interface with a sidebar on the left containing a vertical list of menu items: "Current Goals" (highlighted with a blue circle), "Future Goals", "Core Responsibilities and Contributions", "Supervisor Accomplishments", "Professional Development", "Supporting Documents", and "Review and Submit". The main content area shows a table of goals with columns for goal description, date, and status. The table contains three rows, all with a "Completed" status. Below the table is an "Employee" comment section with a rich text editor. The comment text reads: "This was an amazing experience! I learned so much from my colleagues. The monthly report has been created and maintained over the past few months. Colleagues have commented how helpful this report has been to them and their work. I've also received positive feedback from HR leadership on the accuracy and presentation of this report." Below the comment field is a "History" link. At the bottom of the interface, there are four buttons: "Back", "Next" (highlighted with a yellow circle), "Save", and a three-dot menu icon.

Goal Description	Date	Status
Review existing report templates and data sources.	09/30/2024	Completed
Meet with SMEs to understand metrics for each area	09/30/2024	Completed
Create monthly report template	11/01/2024	Completed

Employee

Comment *

Normal | B | I | U | A | | | | |

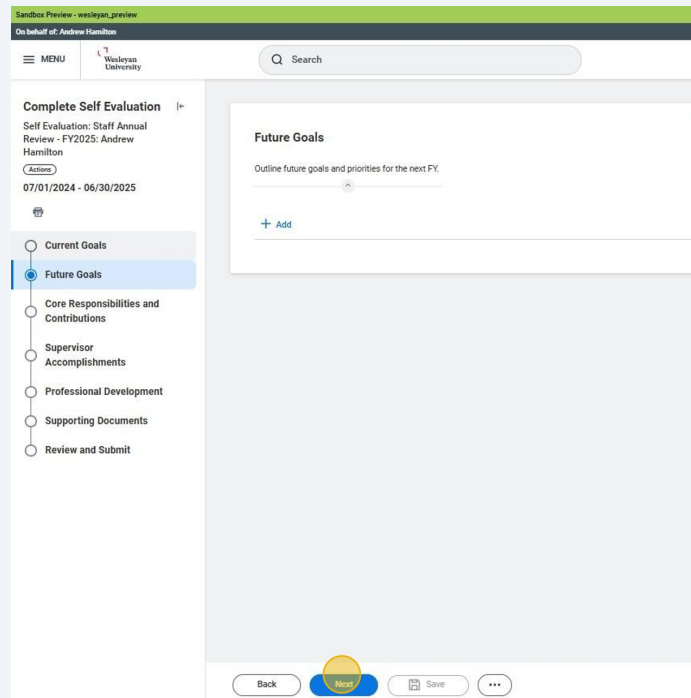
This was an amazing experience! I learned so much from my colleagues. The monthly report has been created and maintained over the past few months. Colleagues have commented how helpful this report has been to them and their work. I've also received positive feedback from HR leadership on the accuracy and presentation of this report.

> History

Back | Next | Save | ...

6 Future Goals: Staff can input goals for the upcoming fiscal year in this section.

If goals have not been discussed yet, staff can click **Next** to skip this section.



7

Core Responsibilities and Contributions: Staff must provide comments on how they met their core responsibilities this year and ways they contributed to the success of the department, division, and/or university.

**Comments are required for each question.*

Core Responsibilities are no longer listed in the staff member's profile. To review core responsibilities, staff can review their job description through WesPortal under My Information, My Job Description.

Click **Next** to move on to the next section.

The screenshot displays a web interface for a self-evaluation process. At the top, it shows 'Sandbox Preview - wesleyan_preview' and 'On behalf of: Andrew Hamilton'. The Wesleyan University logo is visible in the header. A navigation menu on the left lists several sections: 'Current Goals', 'Future Goals', 'Core Responsibilities and Contributions' (which is highlighted in blue), 'Supervisor Accomplishments', 'Professional Development', 'Supporting Documents', and 'Review and Submit'. The main content area is titled 'Core Responsibilities and Contributions' and contains two questions. The first question asks for specific examples of how the staff member met their core responsibilities. The answer field contains a detailed paragraph about maintaining data integrity and automating tasks. The second question asks for examples of contributions to the department or university. The answer field contains a short sentence about participating in SAGES. At the bottom of the interface, there are buttons for 'Back', 'Next' (highlighted in yellow), 'Save', and a menu icon.

8

Supervisor Accomplishments: Staff who supervise can provide comments about their leadership accomplishments.

If the staff member is not a supervisor, click **Next** to skip this section.

The screenshot shows a web application interface for a 'Complete Self Evaluation'. The browser tab is 'Sandbox Preview - wesleyan_preview' and the user is logged in as 'On behalf of: Andrew Hamilton'. The Wesleyan University logo is visible in the top left. A search bar and notification icons are in the top right. The left sidebar contains a navigation menu with the following items: 'Current Goals', 'Future Goals', 'Core Responsibilities and Contributions', 'Supervisor Accomplishments' (highlighted with a blue bar and a blue circle), 'Professional Development', 'Supporting Documents', and 'Review and Submit'. The main content area is titled 'Supervisor Accomplishments' and contains a question: 'What are examples that demonstrate the supervisor's leadership skills and how they contributed to the success of their direct report(s)? If the staff member is not a supervisor, please skip this section.' Below the question is a text input field with a rich text editor toolbar (Normal, Bold, Italic, Underline, Text Color, Bulleted List, Link, Unlink) and a large empty text area. At the bottom of the page, there are four buttons: 'Back', 'Next' (highlighted with a yellow circle), 'Save', and a three-dot menu icon.

9

Professional Development: Staff must provide comments on how they developed their job-related skills and knowledge this year and where they would like to develop further next year.

**Comments are required for each question.*

Click **Next** to move on to the next section.

Complete Self Evaluation

Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton

Actions

17/01/2024 - 06/30/2025



- Current Goals
- Future Goals
- Core Responsibilities and Contributions
- Supervisor Accomplishments
- Professional Development
- Supporting Documents
- Review and Submit

Professional Development

Question Professional Development: What are examples of ways the staff member continues to build their job-related skills and knowledge?

Employee

Answer * Normal | B | I | U | A | : | | |

This year, I completed a relevant course on advanced data analytics, which allowed me to improve my technical skills and contribute more effectively to the team.

Question Future Professional Development Goals: What are areas for development for the staff member and ways in which professional growth will be supported?

Employee

Answer * Normal | B | I | U | A | : | | |

Gain proficiency in an AI-powered HR tool (e.g., AI-driven analytics platforms, predictive modeling tools, automated recruitment software) by the end of the year.

Back **Next** Save ...

10

Supporting Documents: Staff members can add any documents to the review form. Documents are not required.

If this section is not applicable, staff can skip this section.

Click **Next** to go to the next section.

The screenshot displays a web interface for a self-evaluation form. On the left, a sidebar titled "Complete Self Evaluation" contains a vertical list of sections: "Current Goals", "Future Goals", "Core Responsibilities and Contributions", "Supervisor Accomplishments", "Professional Development", "Supporting Documents" (highlighted in blue), and "Review and Submit". Above this list, the text "Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton" and "07/01/2024 - 06/30/2025" is visible. The main content area is titled "Supporting Documents" and includes a sub-section "Employee" with a dashed border. Inside this area, the text "Drop files here" is centered, with "or" below it and a "Select files" button. At the bottom of the interface, a navigation bar contains four buttons: "Back", "Next" (highlighted with a yellow circle), "Save", and a menu icon (three dots).

11

Review & Submit: Staff members should review the information they provided in the self-evaluation form.

Save for Later until the self-evaluation form is ready to be submitted.

Submit self-evaluation to supervisor for review and additional remarks.

**Once this form is submitted to the supervisor, comments cannot be edited unless the supervisor sends it back to the staff member for editing.*

Complete Self Evaluation |<

Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton

Actions

07/01/2024 - 06/30/2025

- Current Goals
- Future Goals
- Core Responsibilities and Contributions
- Supervisor Accomplishments
- Professional Development
- Supporting Documents
- Review and Submit**

Professional Development

Question Professional Development: What are examples of ways the staff member continues to build their job-related skills and knowledge?

Employee Answer This year, I completed a relevant course on advanced data analytics, which allowed me to improve my technical skills and contribute more effectively to the team.

Question Future Professional Development Goals: What are areas for development for the staff member and ways in which professional growth will be supported?

Employee Answer Gain proficiency in an AI-powered HR tools (e.g., AI-driven analytics platforms, predictive modeling tools, automated recruitment software) by the end of the year.

Supporting Documents

Process History

Andrew Hamilton Due 03/19/2025
Complete Self Evaluation for Performance Review- Saved for Later

Submit Save for Later

Acknowledging the Annual Review Form

12

Once your supervisor has submitted the annual review form to you, a task will be sent to the staff member's inbox for their review, acknowledgement, and final comments.



Hello There

It's Thursday, M

Awaiting Your Action



Manager Evaluation: Staff Annual Review - FY2025: Andrew Hamilton

My Tasks - 2 hour(s) ago

DUE 03/15/2025



Update Personal, Name, and Home Contact Information: P106672 HR Data Support Specialist
Andrew Hamilton

13

Click **Get Started**.

On behalf of: Andrew Hamilton

MENU Wesleyan University Search

← Item 1 of 3 ☆ ⚙️ ↗️
Created: 03/13/2025 | Due: 03/15/2025 | Effective: 06/30/2025

Provide Employee Review Comments

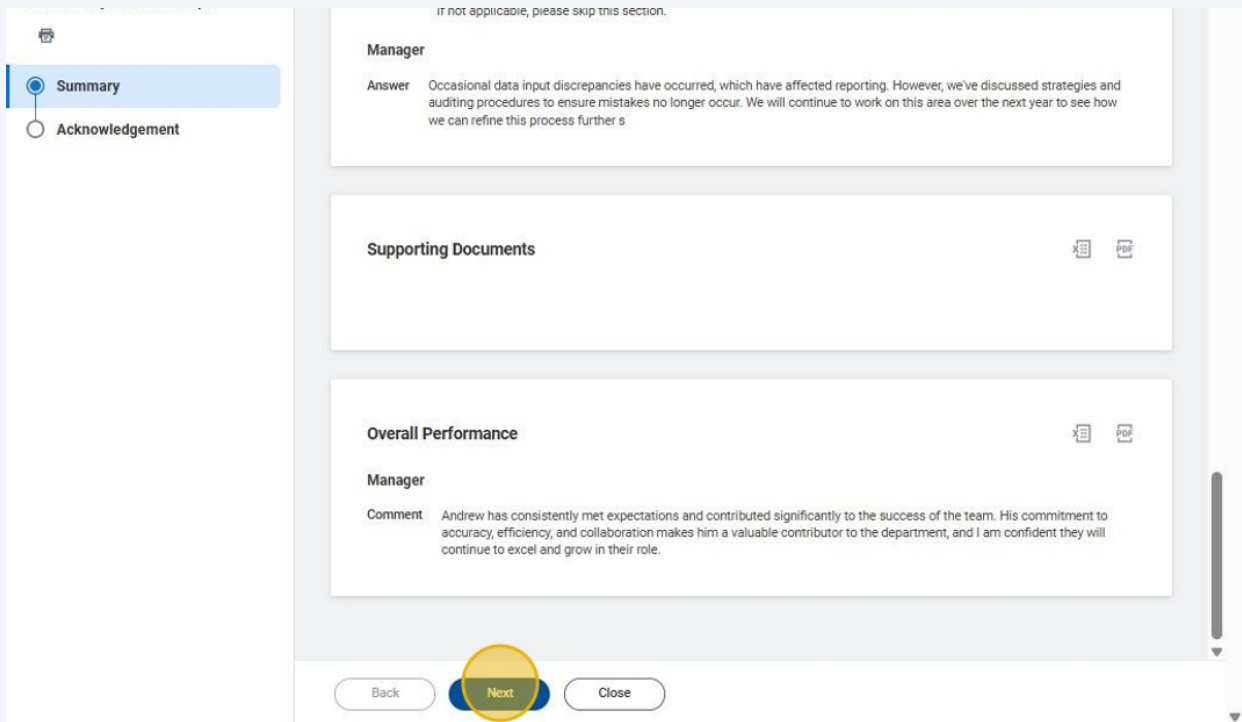
Manager Evaluation: Staff Annual Review - FY2025: Andrew Hamilton

Evaluated By Lauren Stumpf Review Period 07/01/2024 - 06/30/2025

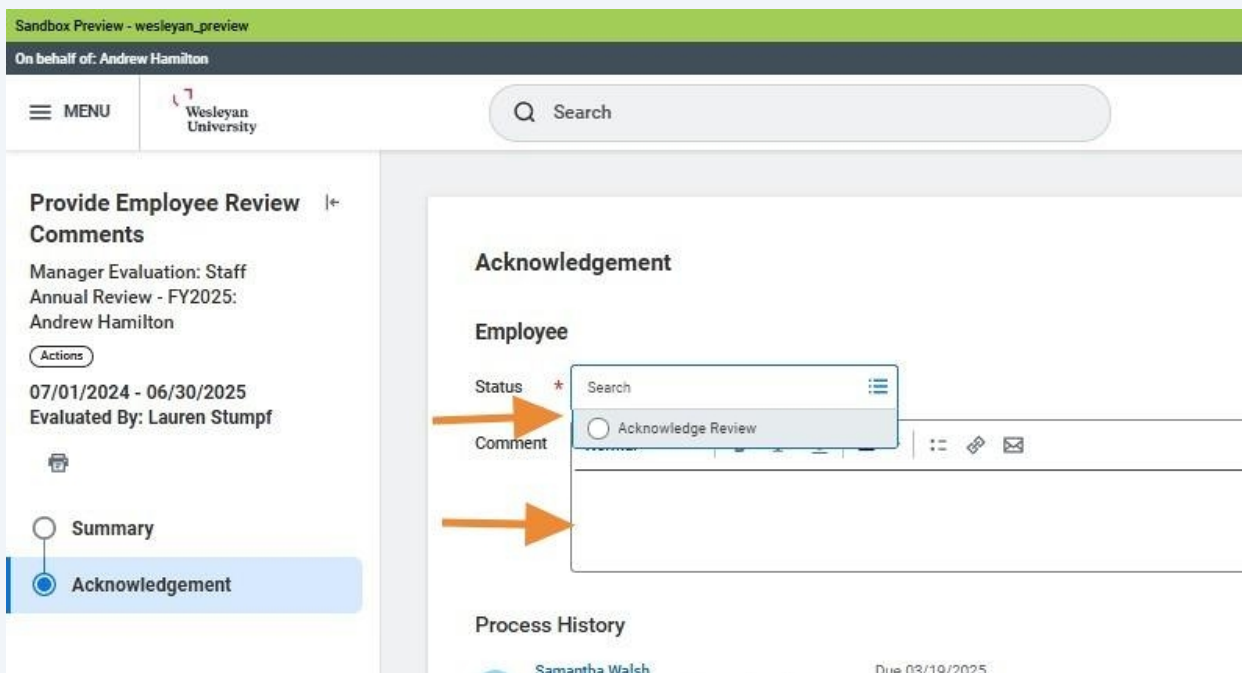
Get Started

14 Review the annual review form and your supervisor's comments.

Click **Next** to go to the next section.



15 Click status field to **Acknowledge Review** and add final comments to the comments field.



16

Click **Submit** to send the review form back to your supervisor for their review and final comment.

Comment: Normal [Rich Text Editor]
I've enjoyed the work this year and look forward to next year.

Process History

- Samantha Walsh Due 03/19/2025
Complete Manager Evaluation for Performance Review-- Submitted
- Review Complete Manager Evaluation-- Not Required
- Service: Await Calibration Completion-- Not Required
- Update Performance Review Ratings for Manager Evaluation-- Not Required
- Lauren Stumpf 58 minutes ago
Complete Manager Evaluation for Performance Review-- Corrected
- Andrew Hamilton Due 03/15/2025
Provide Employee Review Comments-- Awaiting Action

Submit Save for Later

Creating a PDF

17

To create a PDF, click **View** next to the review.

Sandbox Preview - wesleyan_preview
On behalf of: Samantha Walsh

Wesleyan University

Search

Andrew Hamilton
HR Data Support Specialist

Actions

Team

Summary
Overview
Job
Compensation
Contact
Personal
Performance

Goals Performance Reviews Development Items Reviews


In Progress 1 item

Review	Contains Hidden Sections	Review Period Start Date	Review Period End Date	Status	Awaiting	Due Date	View Review	Create Review PDF
Staff Annual Review - FY2025: Andrew Hamilton	Yes	07/01/2024	06/30/2025	Complete Manager Evaluation for Performance Review	Samantha Walsh	03/19/2025	View	Create New PDF

18

Click on the PDF link once the document has generated.

The screenshot shows a web application interface with a search bar at the top and a navigation menu below it. The 'Performance Reviews' tab is selected. Below the navigation menu, there is a section titled 'In Progress 1 item'. A table displays the details of this review. An orange arrow points to a PDF link in the 'Review' column of the table.

Review	Contains Hidden Sections	Review Period Start Date	Review Period End Date	Status	Awaiting	Due Date	Review	View Review	Create
Staff Annual Review - FY2025: Andrew Hamilton	Yes	07/01/2024	06/30/2025	Complete Manager Evaluation for Performance Review	Samantha Walsh	03/19/2025	 Hamilton, Andrew Staff Annual Review - FY2025 03_13_2025.pdf	View	C