

## Performance: Viewing Completed 2022-2023 Reviews in Workday Manager/Employee

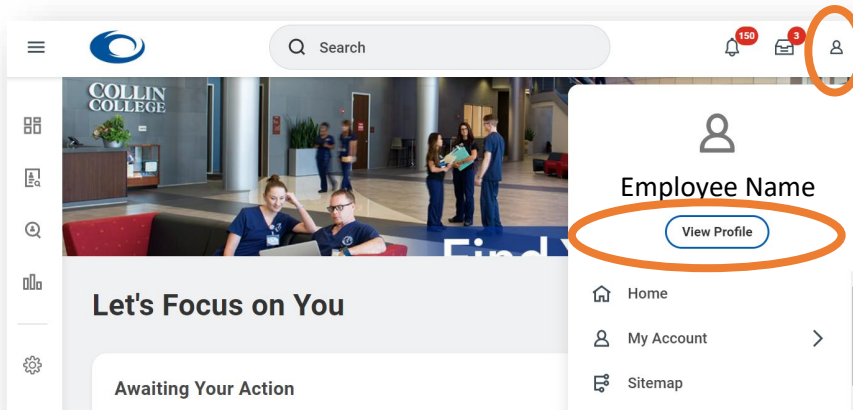


### EMPLOYEE: ACCESS REVIEWS COMPLETED IN WORKDAY

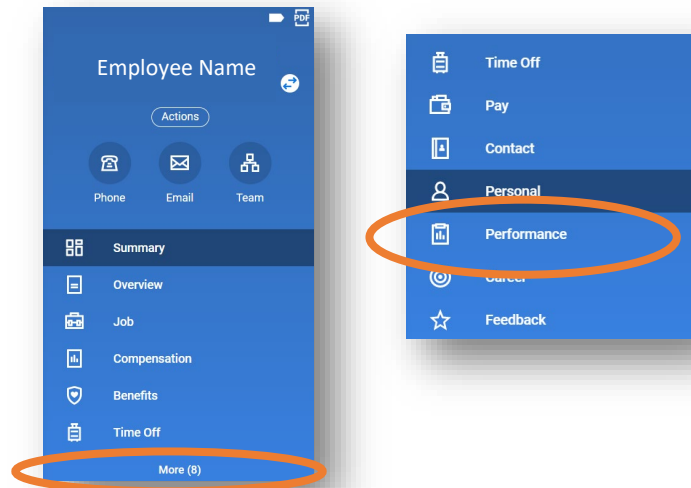
Launch Workday from [Collin.onelogin.com](https://collin.onelogin.com) or [CougarWeb > My Workplace](#).

From the Workday **Home/Welcome** page:

1. Click the **Profile** icon in the upper-right corner. Click **View Profile**.



2. Navigate to the blue rectangle on the left-hand side of the screen. Under **Actions**, select **Performance**. You may have to click **More** and scroll down to show this option.

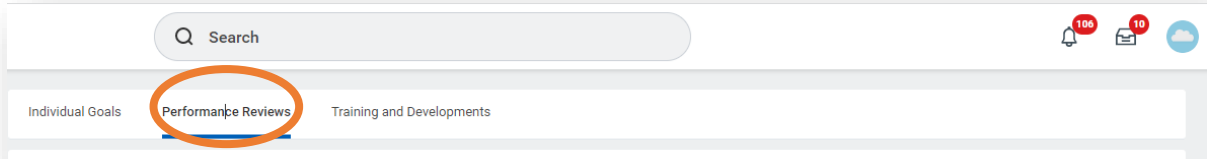


Your screens and processes may vary

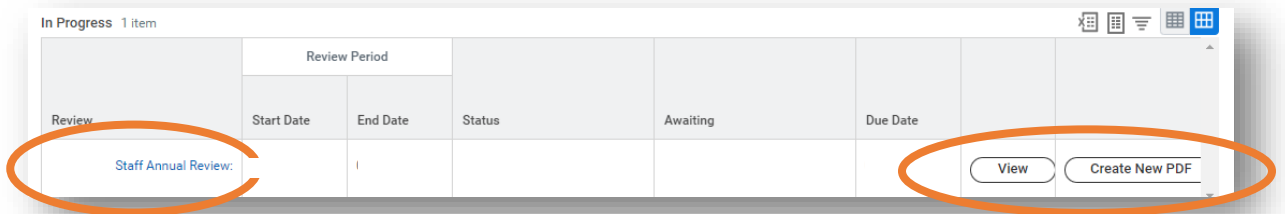
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3. Click **Performance Reviews**.



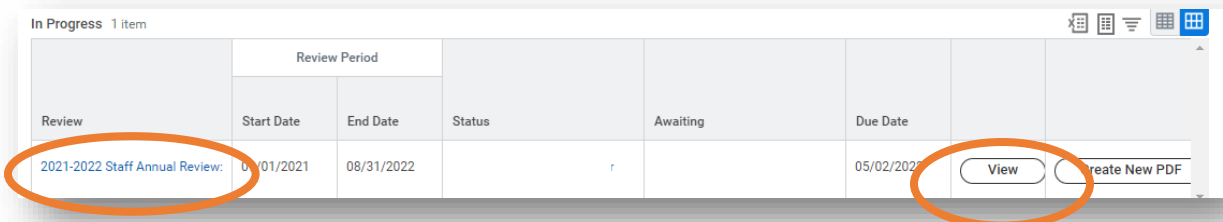
4. View the completed document or generate a PDF. **The PDF will appear in your Workday Inbox.**



5. Click the hyperlink to open the PDF. Use the black tool bar at the top of the document. Download the file by clicking the **Download** icon, print the file by clicking the **Print** icon, or view the file pages using the **Navigation** arrows.



6. To see attachments, navigate back to the **Performance Reviews** tab and click **View**.



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# Performance: Viewing Completed 2022-2023 Reviews in Workday Manager/Employee




- 7. **Faculty** navigate to **Attach Teaching Load** and scroll to access and download files. **Staff** scroll to **Supporting Documents** to access and download files.

**INSTRUCTIONS FOR ASSOCIATE DEANS/DIRECTORS**

Step 1: Click on the Teaching Load and other documents to view.


Step 2: Attach any additional documents, if needed.

Manager	Employee
	 .Teaching Schedule.docx Uploaded by Upload Date: 05/09/2022 05:00 PM Comment

**Supporting Documents**

**Employee**

Evaluation Supporting Document

 File Name .docx

Updated By

Your screens and processes may vary

# Performance: Viewing Completed 2022-2023 Reviews in Workday Manager/Employee

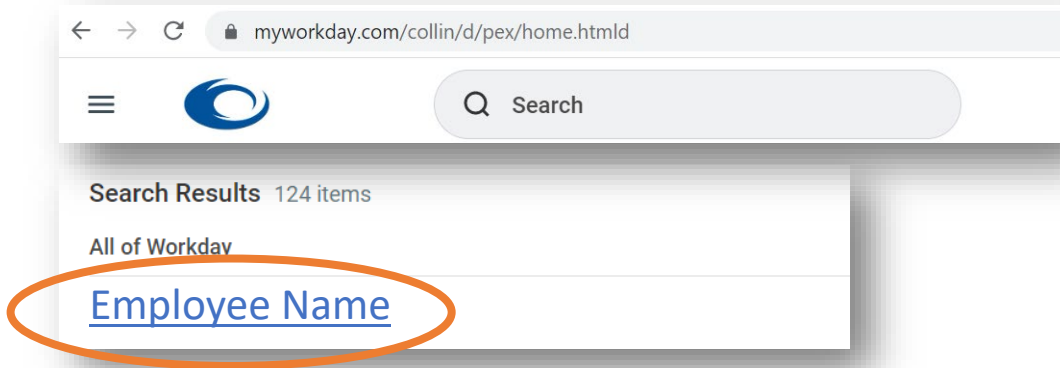


## MANAGER: ACCESS REVIEWS COMPLETED IN WORKDAY

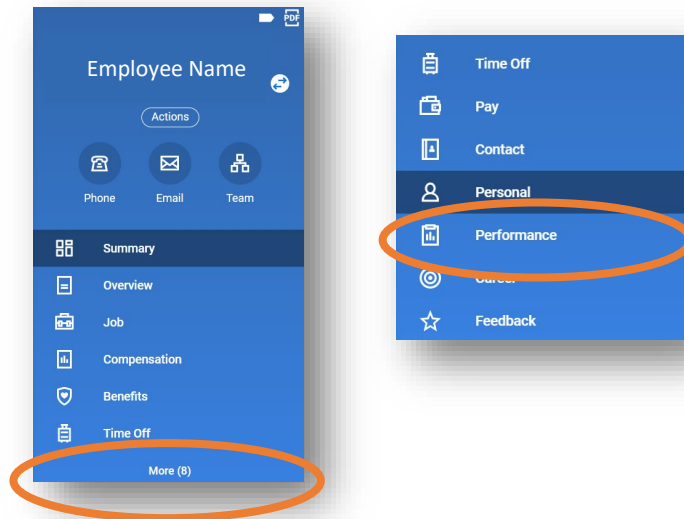
Launch Workday from [Collin.onelogin.com](https://collin.onelogin.com) or [CougarWeb > My Workplace](#).

From the Workday **Home/Welcome** page:

1. Type the employee's name in the **Search Bar**. Select the employee's name. *You will only have access to see reviews of employee's in your org chart.*



2. Navigate to the blue rectangle on the left-hand side of the screen. Under **Actions**, select **Performance**. You may have to click **More** and scroll down to show this option.

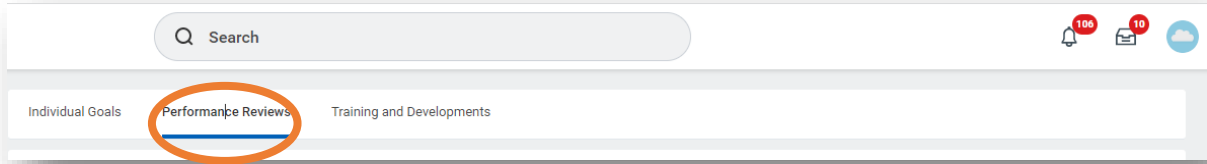


Your screens and processes may vary

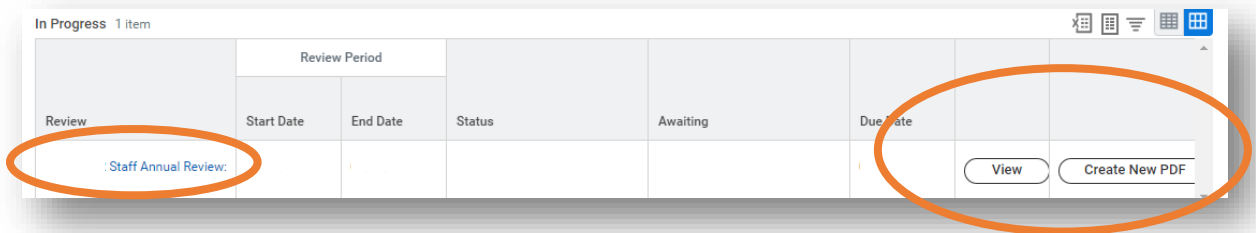
## Performance: Viewing Completed 2022-2023 Reviews in Workday Manager/Employee



3. Click **Performance Reviews**.



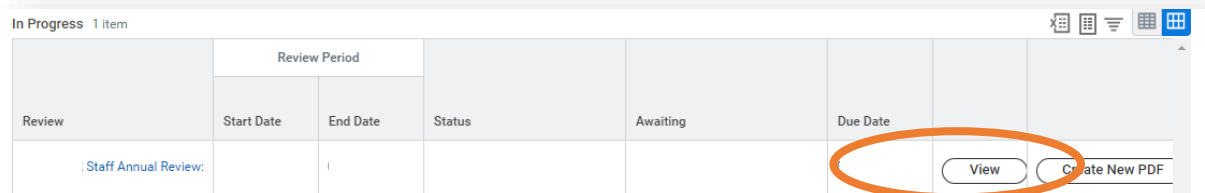
4. View the completed document or generate a PDF. **The PDF will appear in your Workday Inbox.**



5. Click the hyperlink to open the PDF. Use the black tool bar at the top of the document. Download the file by clicking the Download icon, print the file by clicking the Print icon, or view the file pages using the Navigation arrows.



6. To see attachments, navigate back to the **Performance Reviews** tab and click **View**.



Your screens and processes may vary

# Performance: Viewing Completed 2022-2023 Reviews in Workday Manager/Employee




- For **faculty reviews**, navigate to the **Attach Teaching Load** section and scroll down to access and download files. **Staff** scroll to **Supporting Documents** to access and download files.

**INSTRUCTIONS FOR ASSOCIATE DEANS/DIRECTORS**

**Step 1:** Click on the Teaching Load and other documents to view.


**Step 2:** Attach any additional documents, if needed.

Manager	Employee
	 .Teaching Schedule.docx Uploaded by Upload Date 05/20/2022 05:00 PM Comment

**Supporting Documents**

**Employee**

Evaluation Supporting Document

 File Name .docx

Updated By

Your screens and processes may vary