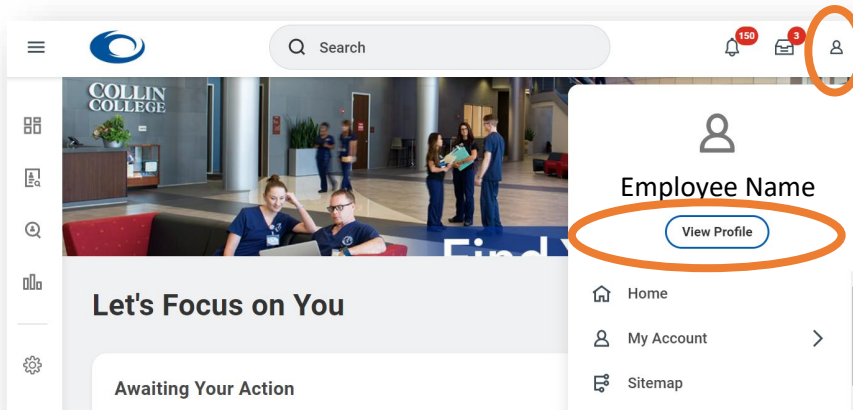## EMPLOYEE: ACCESS REVIEWS COMPLETED IN WORKDAY
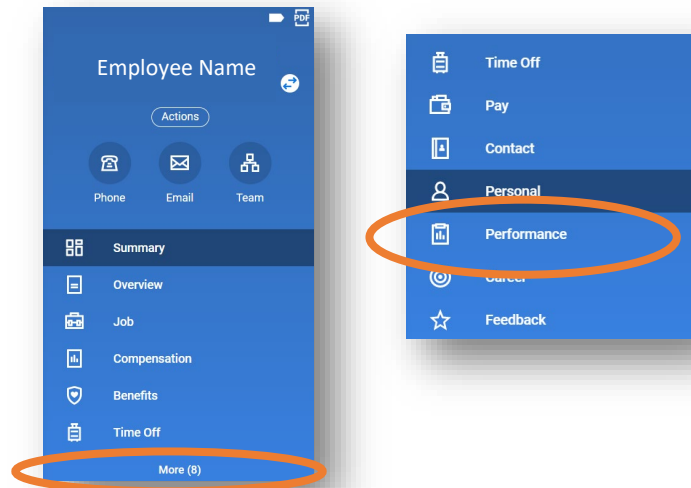
Launch Workday from Collin.onelogin.com or CougarWeb > My Workplace.

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.
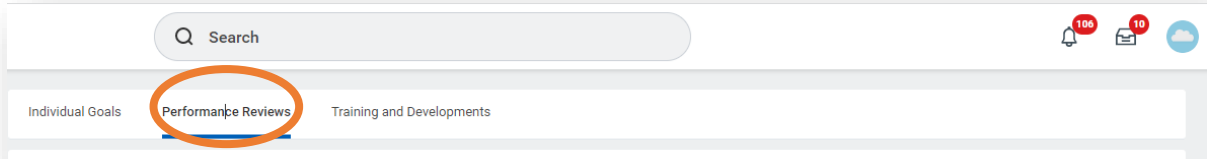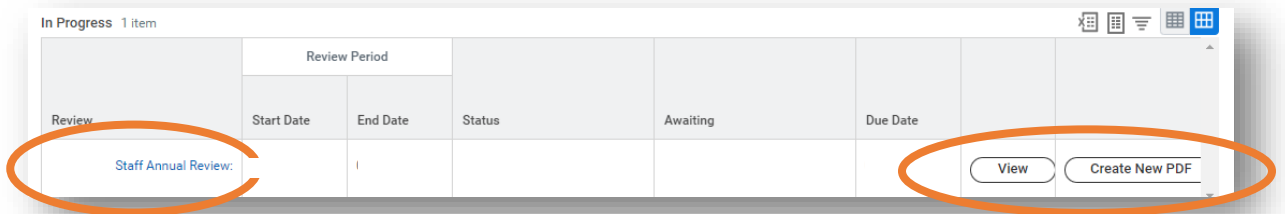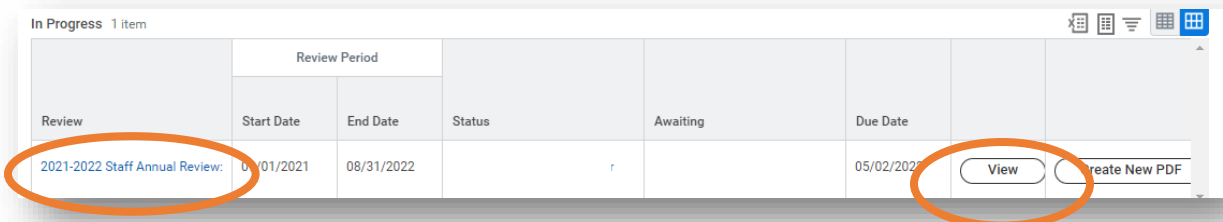
3. Click **Performance Reviews**.

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**.

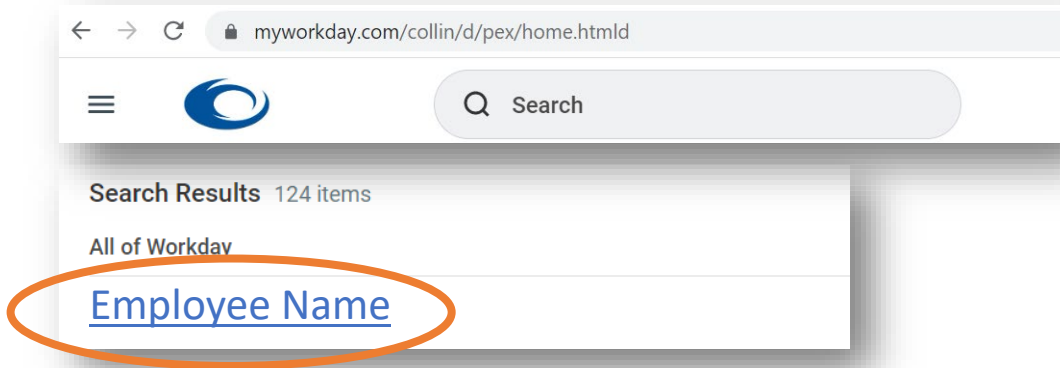7. **Faculty** navigate to **Attach Teaching Load** and scroll to access and download files. **Staff** scroll to **Supporting Documents** to access and download files.

MANAGER: ACCESS REVIEWS COMPLETED IN WORKDAY
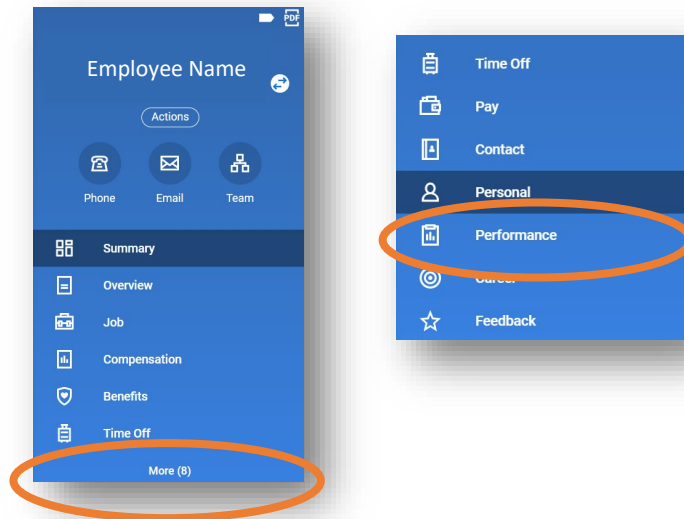
Launch Workday from Collin.onelogin.com or CougarWeb > My Workplace.

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.
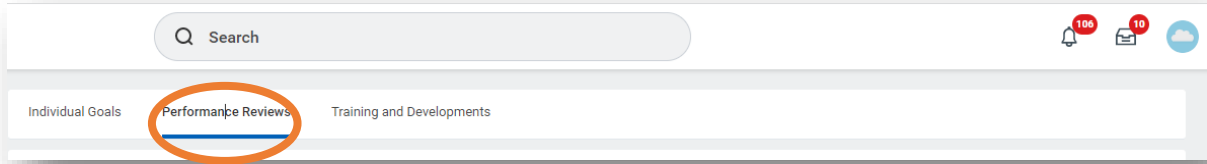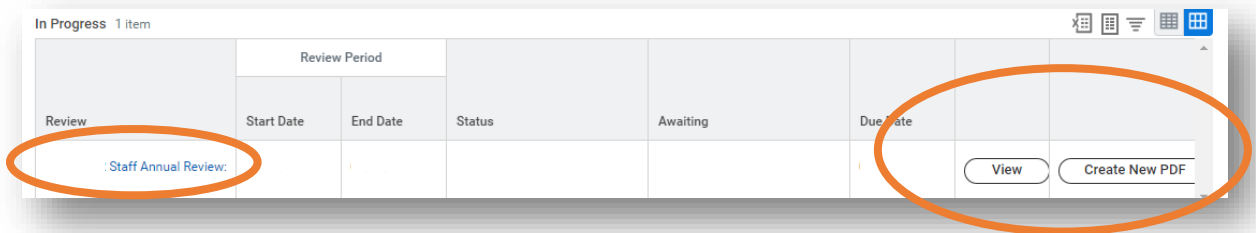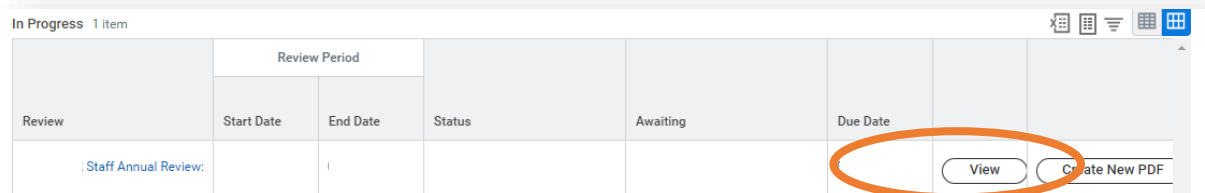
3. Click **Performance Reviews**.

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**.

7. 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.