

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



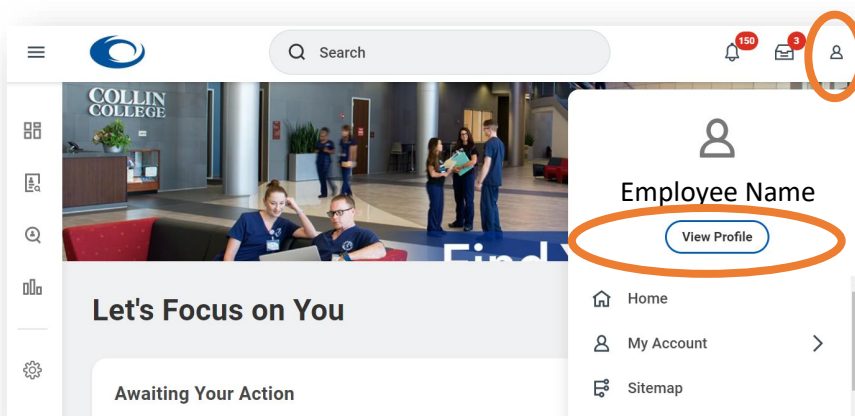
EMPLOYEE: ACCESS 2022-2023 REVIEWS IN WORKDAY

Before beginning your annual self-assessment, you may want to refer back to last year's performance review.

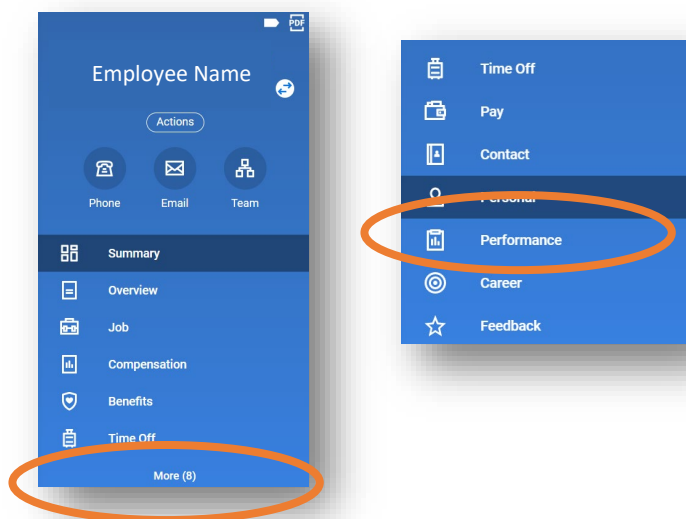
Launch Workday from [Collin.onelogin.com](https://collin.onelogin.com) or [CougarWeb > My Workplace](#).

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.

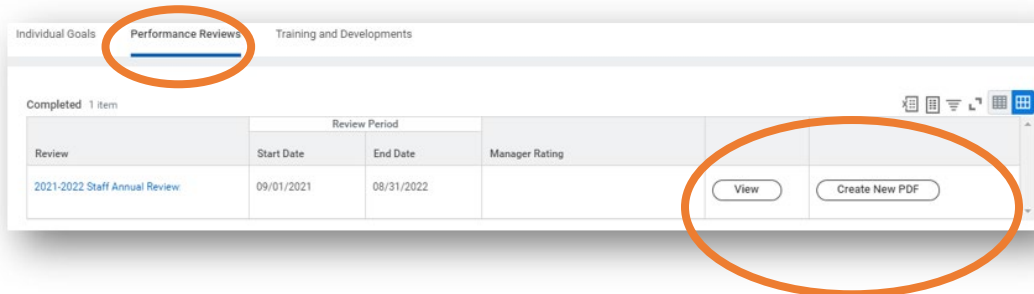


Your screens and processes may vary

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3. Click **Performance Reviews**. Click **View** to see your appraisal or **Create New PDF** to generate a PDF for download from your **Workday Inbox**.



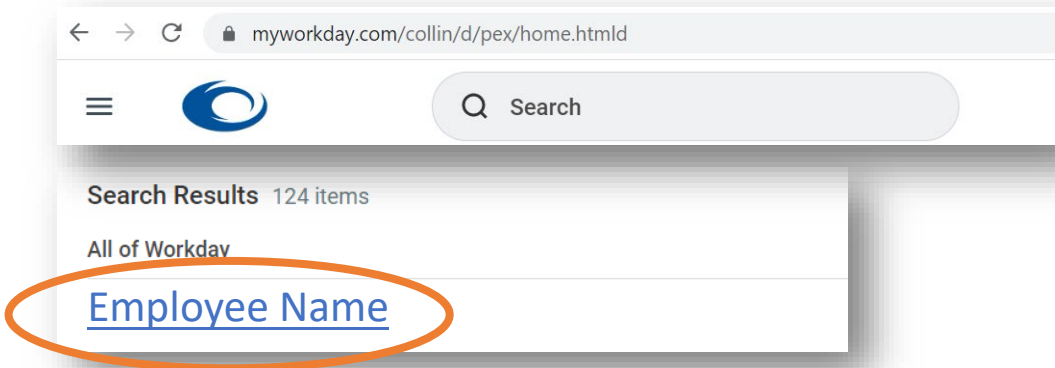
MANAGER: ACCESS 2022-2023 REVIEWS IN WORKDAY

Before beginning your reviews, you may want to refer back to an employee's prior performance reviews.

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.*

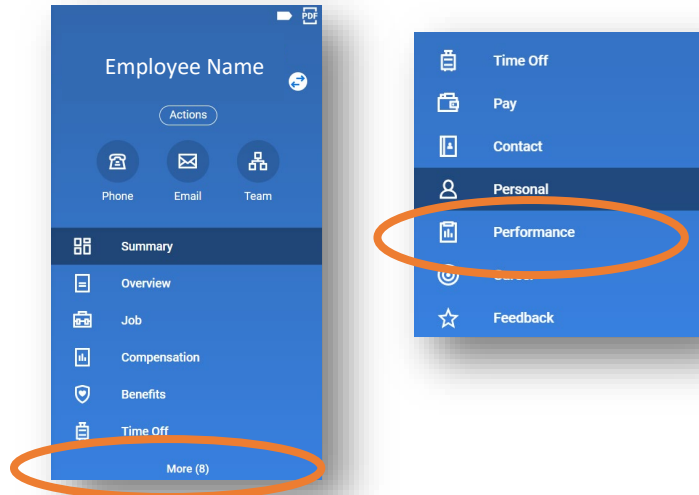


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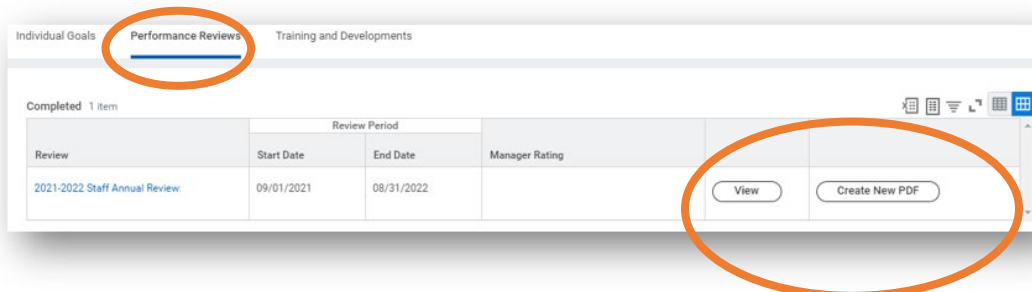
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