

Workday Curriculum Guide – Performance

This guide presents instructional materials pertaining to Performance. These topics cover goals, performance reviews, and more. Each topic is hyperlinked to its webpage on Workday Help. Materials are presented in one of these formats:

- **Webinars** are recordings of live seminar sessions presented by Workday Services.
- **Job Aids** are step-by-step instructions for a specific process.
- **Reference Guides** contain useful information and data on a topic.

We recommend that you view these materials in the order they are presented allowing that you are the Target Audience. This way you will not skip over important information in a previous topic.

Workday Topics	Format	Target Audience	Description
<u>Managing Goals in Workday</u>	Webinar	Employee, Manager, Talent Analyst, Talent Partner	This webinar overviews the different types of Goals, Managing Goals, and Archiving Goals. We will also review the Goal setting process and how it works with the performance review process.
<u>Complete Annual Goal Setting</u>	Job Aid	Employee, Manager	This job aid outlines the activities for an Employee and Manager to set goals for the Employee for the upcoming performance review period.
<u>Manage Goals for Your Employee</u>	Job Aid	Manager, Talent Analyst	This job aid outlines the activities for a Manager or Talent Analyst to enter or edit Ad Hoc goals for an Employee outside of the Annual Goal Setting process.
<u>Enter AdHoc Goals for Your Employee</u>	Job Aid	Talent Analyst, Talent Partner	This job aid details the process for a Talent Analyst to add new ad hoc goals for an Employee. Ad hoc goals are goals added after the initial setup of an Employee's goals.
<u>Performance Reviews in Workday</u>	Webinar	Manager	This webinar overviews the new performance review templates, the changes to the performance review process, updated security changes for talent partners and new report features.
<u>Complete Performance Review – Attachment Only (Manager)</u>	Job Aid	Manager	This job aid outlines the activities for a Manager to complete a Performance Evaluation for an Employee who is assigned the Attachment Only or Researchers Attachment Only templates.
<u>Complete Performance Review – Attachment Only (Employee)</u>	Job Aid	Employee	This job aid outlines the activities for an Employee to complete a Performance Evaluation that uses the Attachment Only or Researchers Attachment Only templates.

Workday Topics	Format	Target Audience	Description
<u>Complete Performance Review – Faculty (Manager)</u>	Job Aid	Manager	This job aid outlines the activities for a Manager to complete a Performance Evaluation that uses the Faculty template.
<u>Complete Performance Review – Faculty (Employee)</u>	Job Aid	Employee	This job aid outlines the activities for a Faculty Member to complete a Performance Evaluation that uses the Faculty template.
<u>Complete Performance Review – Staff (Manager)</u>	Job Aid	Manager	This job aid outlines the activities for a Manager to complete a Performance Evaluation that uses the Staff template.
<u>Complete Performance Review – Staff (Employee)</u>	Job Aid	Employee	This job aid outlines the activities for an Employee to complete a Performance Evaluation using the Staff Performance template.
<u>Complete Performance Review – Student (Manager)</u>	Job Aid	Manager	This job aid outlines the activities for a Manager to complete a Performance Evaluation that uses the Student template.
<u>Complete Performance Review – Student (Employee)</u>	Job Aid	Employee	This job aid outlines the activities for a student Employee to complete a Performance Evaluation that uses the Student template.
<u>Reassign Manager Evaluation Step for Your Employee</u>	Job Aid	Talent Partner	This job aid outlines the activities for a Talent Partner to reassign the Manager Evaluation step of the Performance Review business process to a previous Manager.
<u>Get or Give Feedback on Employee</u>	Job Aid	Employee, Manager, Talent Analyst, Talent Partner	This job aid outlines the process for requesting Feedback on an Employee, giving Feedback on an Employee and reviewing Feedback received.