

How an RFCUNY Employee Completes a Review and Acknowledgment of their Annual Performance Appraisal

1. Log in to Workday using your **ID** and **Password**.
2. After logging in, in the **Awaiting Your Action Section** of your Workday home screen, as shown in **Figure 1**, below the action or task for **Employee Review and Acknowledgement ①**, needs to be executed. You can either click on the **Employee Review and Acknowledgement ①** or click on **My Task Box ②** to open your **My Task Screen** as shown in **Figure 2** below. Then click **Employee Review and Acknowledgement ①**, then click **Get Started ②** as shown in **Figure 2** below.

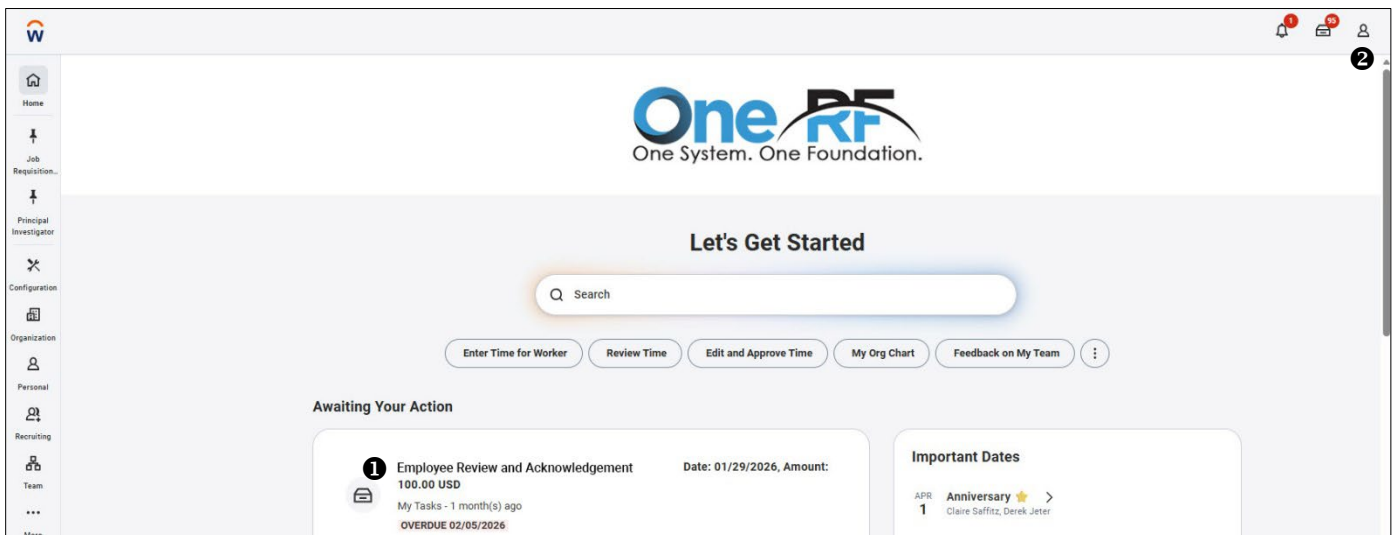


Figure 1

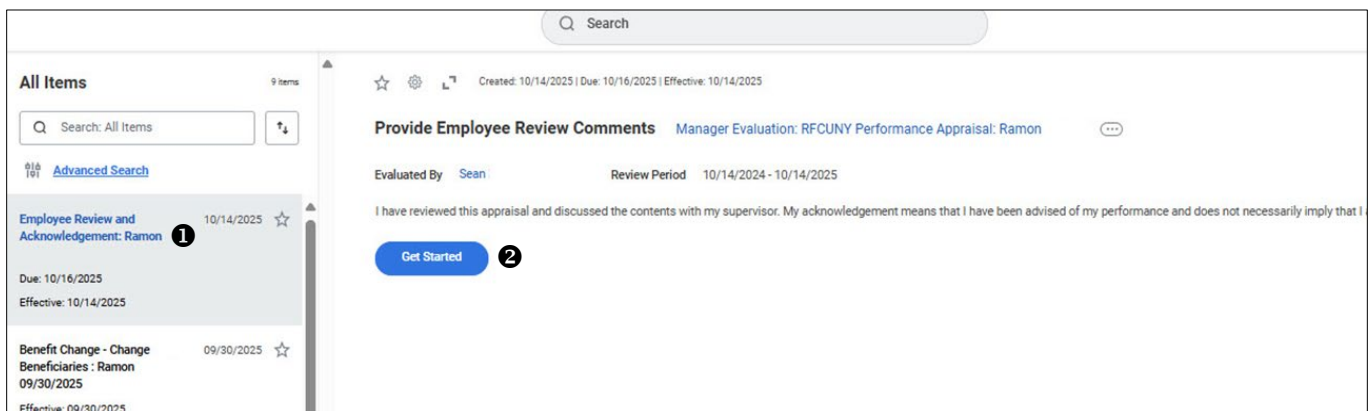


Figure 2

3. After you click the **Get Started** ❶ **Figure 2**, **Page 1**, the **Provide Employee Comments Screen** will appear as shown in **Figure 3** below. Review the comments and click **Next** ❶.

Provide Employee Review

Comments

Manager Evaluation: RFCUNY
Performance Appraisal:
Ramon

Actions

10/14/2024 - 10/14/2025
Evaluated By: Sean

Summary

Acknowledgement

Summary

Competencies

4 Items

Competency	Description	Manager Evaluation
Job Knowledge	This area measures the degree to which the employee demonstrates knowledge of job duties, as well as related policies, procedures, and systems.	Proficiency Rating Meets Expectations Performance meets job requirements. Comment Does Well
Quality & Quantity of Work	This area measures the degree to which the employee takes initiative, regularly produces quality work, manages the expected volume of work, completes tasks in a timely manner, and can be depended on to fulfill job tasks and responsibilities.	Proficiency Rating Meets Expectations Performance meets job requirements. Comment Does Well
Supervisory Skills	This area measures the employee's ability to manage other employees in a professional manner to ensure work and performance expectations are met.	Proficiency Rating Meets Expectations Performance meets job requirements. Comment Does Well
Collegiality and Customer Service	This area measures the degree to which the employee works with others in the central office and/or field, as well as with any external parties in a collaborative, courteous, and collegial manner.	Proficiency Rating Meets Expectations Performance meets job requirements. Comment Does Well

❶

BackNextClose

Figure 3

- After clicking **Next ❶** in **Figure 3**, above, the **Acknowledgement Screen** will appear as shown in **Figure 4** below. Click on the **Drop-Down Menu ❷** in the **Status Box ❶**, and the **Acknowledge Button ❷** will appear, and click on the button. Add any comments in the **Comment Box ❸**. Click **Submit ❹**.

Provide Employee Review | Comments

Manager Evaluation: RFCUNY
Performance Appraisal: Ramon

Actions

10/14/2024 - 10/14/2025
Evaluated By: Sean

Summary

Acknowledgement

Acknowledgement

Employee

Status * Search ❶

Comment Acknowledge Review ❷

❸

Process History

Sean McPartland	Complete Manager Evaluation for Performance Review- Submitted	Due 10/21/2025
To Do: HOLD - Discuss Midpoint Evaluation with Employee- Not Required		
Sean McPartland	To Do: HOLD - Discuss Performance Appraisal with Employee- Step Completed	3 minutes ago
Ramon Rosario	Employee Review and Acknowledgement- Awaiting Action	Due 10/16/2025

Submit ❹ Save for Later

Figure 4

- After clicking **Submit ❹** in **Figure 4**, the **You have Submitted** pop-up box will appear as shown in **Figure 5** below. Your task is complete..

You have submitted

Up Next: Sean | RFCUNY Performance Appraisal:
Ramon Complete Manager Evaluation | Due Date...

[View Details](#)

Figure 5