

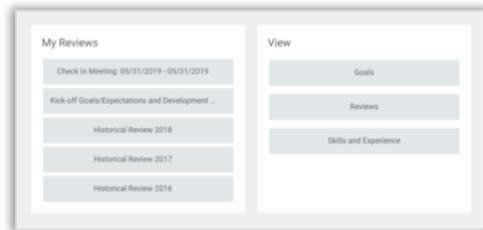
VIEW PAST PERFORMANCE REVIEWS

Past (and current) performance review documentation related to Goal/Expectation Setting, Check-In Conversations, and End-of-Year Conversations is maintained in Workday for your reference and can be viewed at any time. **Note:** Performance reviews completed prior to the implementation of Workday on April 1, 2019 are currently not available in the Workday system. Please contact Human Resources for access to reviews completed prior to the date listed above.

Accessing Completed Performance Reviews

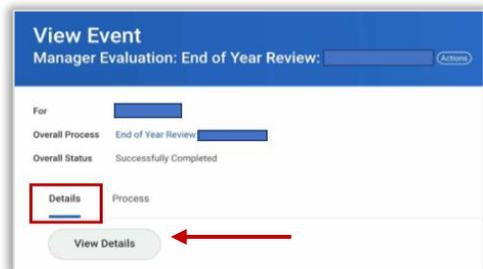
From the Workday homepage:

1. Click **View All Apps**.
2. Click the **Performance** application.
3. Click the desired review from the **My Reviews** menu or click **Reviews** in the **View** menu to view and select from a listing of all reviews by status (*In Progress, Completed, Canceled.*)

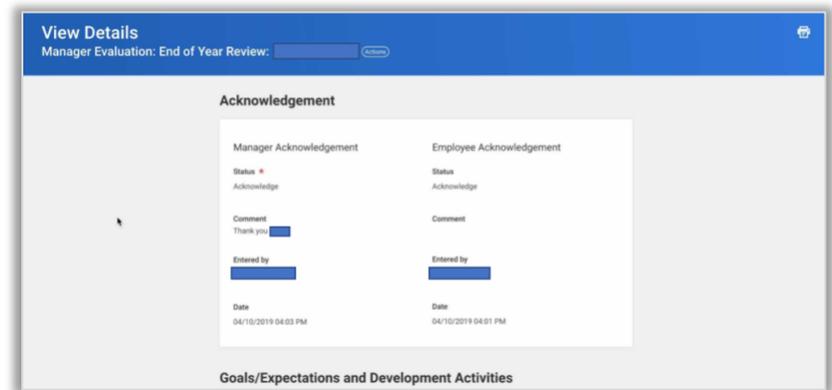


4. If selecting a review from the **My Reviews Menu**, the **View Event** page is displayed. To view details of the review click **View Details**

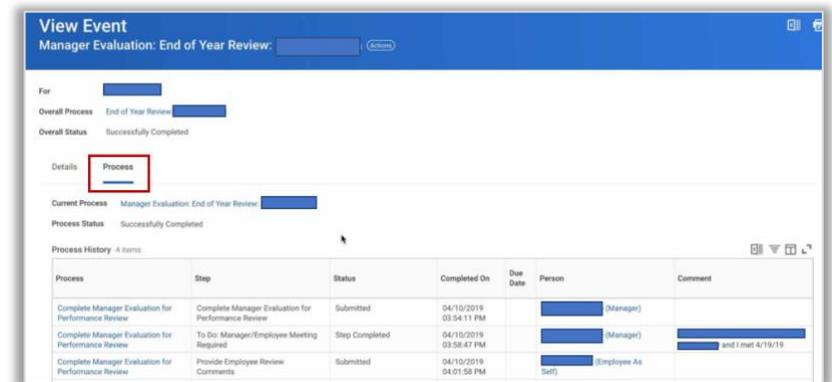
from the **View Details** **Details** tab.



5. The content of the review including the employee and manager comments are displayed. Scroll to view all details.



6. To review the process that was completed for the review including related comments from your manager, click the **Process** tab from the **View Event** page.

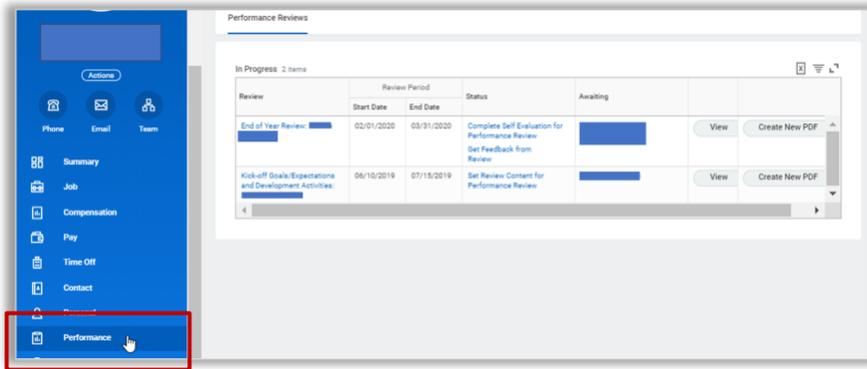
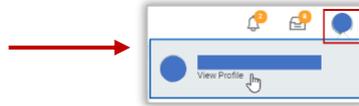


Important: If selecting a review by following the **View > Reviews** process in **Step 2**, the **View Details** page (**Step 4**) will open automatically for the selected review. To view process details, click your browser's back button when on the **View Details** page, and click on the name of the desired review for more information.

Printing Performance Reviews

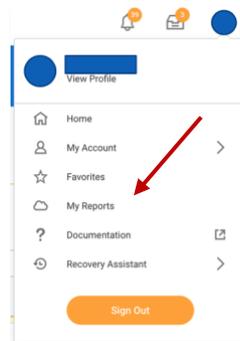
From the Workday homepage:

1. Navigate to your Workday **Profile**.
2. Select **Performance** from your profile menu to view a listing of all performance reviews and related activities.



3. Click **View** [View](#) to display a printable view of the review.

A printable Review Document can be created by clicking the printer icon in the top right corner of the **View Printable Employee Review** page. When your file is ready for download, you will be able to access the document from the notification link next to your sign-in name or from the **My Reports** option in your profile dropdown menu on the homepage.



4. Click **Create New PDF** [Create New PDF](#) to generate a PDF of the review. The PDF will be stored in Workday in **My Reports** and can be saved to your computer.

Note: After creating a new PDF, a new column, **Review PDF**, will be added to the **Performance Review** listing with a link to the newly created PDF.

