

Workday Workshop: Employee Annual Evaluations

6/4/2024

Question	Answer
I joined VUMC in Feb 2024 and hence didn't participate in the goal-setting process in Oct 2023. I don't see the self-evaluation in my workday (yet). Will there be some portion of the self-evaluation that I still need to complete?	Only employees who started work on or before December 4, 2023 will participate in the annual evaluation process. In your case, there is no item for you to complete.
I am not tasked with the Self-Evaluation in Workday. I am nearing the end my orientation period so perhaps that is why, however may someone please advise?	December 4 is the cut off for Performance Evals so you will not be eligible for the Annual Performance Eval this year.
Why was employee self rating score removed for performance and credo and overall rating, leaving a score for goals only?	Employees were unable to provide self-rating score in Workday last year as well.
Can you explain the June 1-15 period in the timeline regarding delegating this task? Is that saying someone can delegate their performance review to a peer during that period? Then can you go back over the June 1-15 period in the timeline and what that was?	Those dates are related to nursing.
What do you recommend if a leader needs send back an eval that needs changes/corrections?	Leaders can send back the self-evaluation using the Send Back function. To learn more reference the following resource: <a href="https://www.vumc.org/myworkday/sites/default/files/public_files/Training/HCM/WDHR-802-Q6-Annual%20Performance%20Evaluation%20-%20Managers.pdf">https://www.vumc.org/myworkday/sites/default/files/public_files/Training/HCM/WDHR-802-Q6-Annual%20Performance%20Evaluation%20-%20Managers.pdf</a>