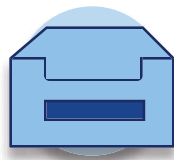




Managerial Evaluation Instructional
Guide for Employees



**The Kean | Workday MyGuide is intended for the
following users:**

All Managerial Employees

Instructional Guide for Managerial Employees

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EMPLOYEE SELF-EVALUATION

Once the evaluation has been launched by Human Resources, a Self-Evaluation task will appear in the employee's Workday inbox.

*Evaluations will be launched for **all** managers. Evaluations should be completed for performance tracking purposes. Eligibility for compensation increases affiliated with the evaluation will be determined outside of the system.

**Managers who are on leave at the time evaluations are launched will have their evaluation in their Workday inbox awaiting action upon their return. Human Resources will work with employees who are on leave and their managers to ensure that evaluation expectations are met given each specific circumstance.



Search

Welcome, Meaghan Lenahan



Inbox
40 items

Self Evaluation: 2020-2021 Managerial Evaluation: Meaghan Lenahan
3 minute(s) ago - Due 08/04/2021; Effective 06/30/2021

Inbox

Actions

Archive

Viewing: All

Sort By: Newest

Self Evaluation: 2020-2021 Managerial Evaluation:
Meaghan Lenahan
3 minute(s) ago - Due 08/04/2021; Effective
06/30/2021



Complete Self Evaluation

Self Evaluation: 2020-2021 Managerial Evaluation: Meaghan Lenahan

3 minute(s) ago - Due 08/04/2021; Effective 06/30/2021

Review Period
07/01/2020 - 06/30/2021

Upon opening the task, the employee will be prompted with two view options: **Guided Editor** or **Summary Editor**. Please refer to the following pages for the detailed offerings of each view.



Complete Self Evaluation

Self Evaluation: 2021 Managerial Evaluation: Meaghan Lenahan ⋮

20 hour(s) ago - Due 06/24/2021; Effective 06/30/2021

Review Period
07/01/2020 - 06/30/2021



Go to Guided Editor



Go to Summary Editor

The **Guided Editor** guides the user through the evaluation. Each section is broken out onto a separate screen for a step-by-step experience as the user moves through each task. When the user has completed all sections, they will be able to review the evaluation in full prior to submission.



Complete Self Evaluation

Self Evaluation: 2020-2021 Managerial Evaluation: Meaghan Lenahan



3 minute(s) ago - Due 08/04/2021; Effective 06/30/2021

Review Period
07/01/2020 - 06/30/2021

COMPETENCIES & PERFORMANCE STANDARDS



Category

Student-Focused Mindset



Description

Employee demonstrates a relentless focus on students; makes decisions with students in mind. If applicable, employee is sensitive and responsive to the current and future needs of the student.

Click on the arrows in the top right of the evaluation screen in order to enlarge your view. In expanding the page, you will see that the **Guided Editor** view has broken the evaluation out into separate sections.



Complete Self Evaluation

Self Evaluation: 2020-2021 Managerial Evaluation: Meaghan Lenahan

3 minute(s) ago - Due 08/04/2021; Effective 06/30/2021

Review Period
07/01/2020 - 06/30/2021



COMPETENCIES & PERFORMANCE STANDARDS

COMPETENCIES & PERFORMANC...

OUTCOMES & EXECUTION

Summary

Category

Student-Focused Mindset

Description

Employee demonstrates a relentless focus on students; makes decisions with students in mind. If applicable, employee is sensitive and responsive to the current and future needs of the student.

Summary Editor view allows you to see all sections of the evaluation from one screen. The Self-Evaluation task will be completed by scrolling through each section from top to bottom. The user will click into each category to select their rating, and continue through each category on the same screen until all required responses have been entered. If at any point you want to exit Summary view and return to Guided view, you can click on the **Guide Me** button at the top of the screen.



Complete Self Evaluation

Self Evaluation: 2020-2021 Managerial Evaluation: Meaghan Lenahan

3 minute(s) ago - Due 08/04/2021; Effective 06/30/2021

Review Period
07/01/2020 - 06/30/2021

FOR EMPLOYEES:

Please complete the Self-Evaluation by choosing the rating that you believe best fits your managerial performance in each category listed below. Please note that the self-evaluation is intended for self-reflection and advisement purposes only and will be shared with your supervisor as the evaluation process is completed in full.

FOR SUPERVISORS:

Please select the rating that you deem is most appropriate for the managerial employee's performance in each of the following categories. *Please include comments for your ratings in the summary box at the end of each section, paying specific attention to any ratings other than Meets Expectations.*

Note: Managers are at-will employees and the Performance Evaluation does not constitute a contract for continued employment. Rather the evaluation should be utilized for tracking & improving performance.



COMPETENCIES & PERFORMANCE STANDARDS

Guide Me

Category

Student-Focused Mindset

Description

Employee demonstrates a relentless focus on students; makes decisions with students in mind. If applicable, employee is sensitive and responsive to the current and future needs of the student.

Employee Evaluation

Rating *

Category

People Leadership for Supervisors

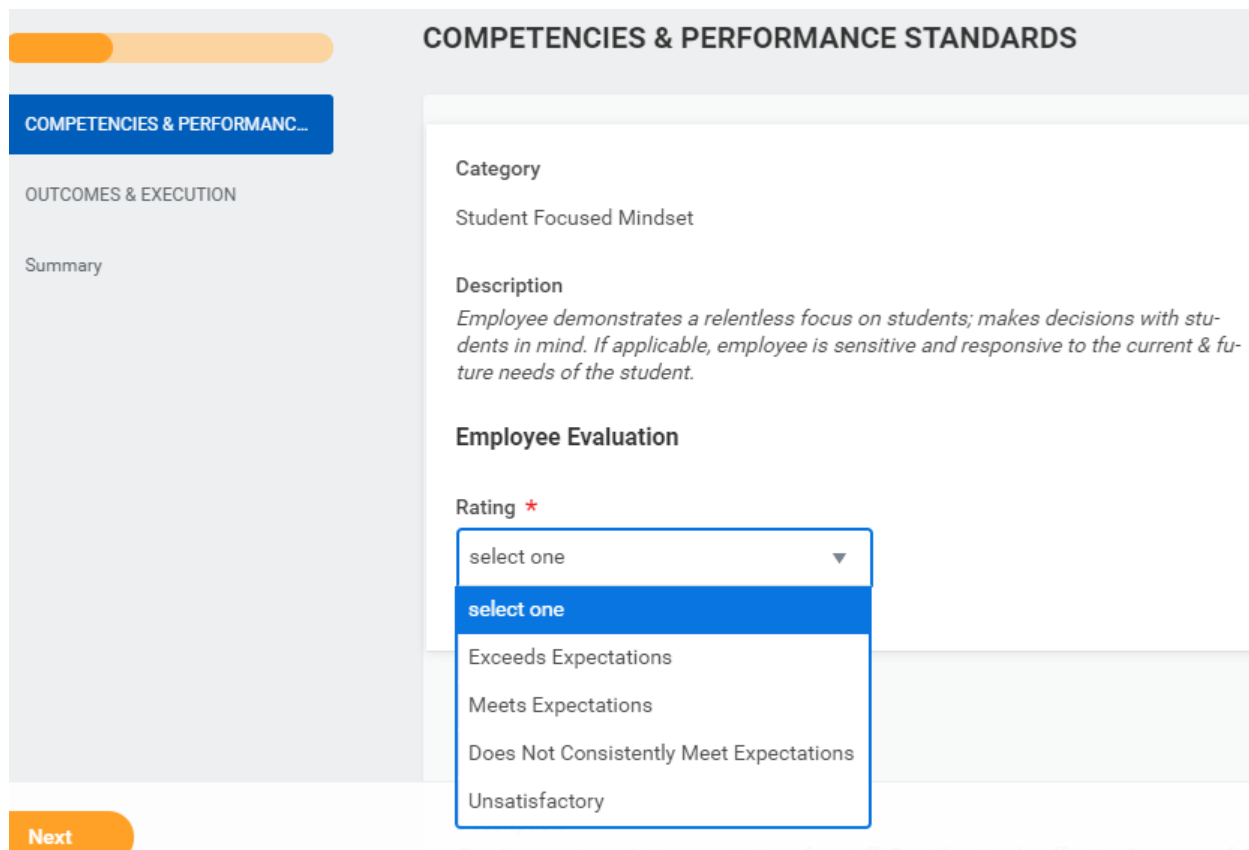
*If you initiate the evaluation task, exit the screen and return to your Workday inbox later, you will be prompted with the option to continue where they left. See below image for reference.




Self-Evaluation Section One: *Competencies & Performance Standards*

Note: Images of the Self-Evaluation below are shown using the **Guided Editor** view in full screen.

Employees will be required to respond to each category by clicking into the associated box to illuminate the section and selecting the appropriate rating from the drop down list provided.



Once you have selected a rating, it will populate in the box. Proceed through the section, adding ratings for each category.

Category 

Collaboration

Description
Employee has the ability to work together with others to achieve a common business purpose. Employee is dependable, keeps commitments and positively contributes to the goal. Key messages are communicated in an effective and timely fashion.

Employee Evaluation

Rating *
Exceeds Expectations ▼

Category

Job Knowledge

Description
Employee possesses requisite knowledge and understanding of assigned duties, responsibilities, policies, procedures and compliance requirements of the position. Employee understands business needs and desired outcomes.

In the **Summary** box for the *Competencies & Performance Standards* section, add comments to accompany your ratings. Be sure to include specific comments or examples to support ratings such as Exceeds Expectations. Once a comment has been added, click **Next** to continue in **Guided Editor** view.

Summary

Employee Evaluation

Comment

Format ▼ | **B** | *I* | U | A ▼ | ☰ | 🔗 | 

I believe I have met the expectations of my position in the above categories over the past year.

Next

Self-Evaluation Section Two: *Outcomes & Execution*

Again, click into each category's box in order to illuminate it and select the rating of your choice.

OUTCOMES & EXECUTION

COMPETENCIES & PERFORMANC...

OUTCOMES & EXECUTION

Summary

Category

Goal Setting & Achievement

Description

Employee commits to challenging, yet realistic goals. Employee aggressively pursues goals. Employee sets realistic deadlines and meets them. Produces high quality work which is accurate and thorough. Employee completes an acceptable quantity of work within established deadlines.

Employee Evaluation

Rating *

Meets Expectations

Category

Innovations in Productivity & Fiscal Management

Description

Employee works with diligence & identifies opportunities to streamline or improve processes.

Employee Evaluation

Rating *

- Meets Expectations ▼
- select one
- Exceeds Expectations
- Meets Expectations**
- Does Not Consistently Meet Expectations
- Unsatisfactory

In the **Summary** box, add comments to accompany your ratings for the Outcomes & Execution categories. Once you have completed this section's ratings and added your comments, click **Next** to continue.

Summary

Employee Evaluation

Comment

While I believe I have achieved the goals of my position, I believe I can improve on my follow-up and control.

[Back](#) [Next](#)

After completing both sections using **Guided Editor** view, employees will have an opportunity to review the Self-Evaluation in full prior to submitting. If you would like additional time to consider your ratings and/or comments, you can **Save for Later** and return to the Self-Evaluation another time.

After sufficiently completing all sections of the Self-Evaluation, you may click **Submit** to route the evaluation to your immediate managerial supervisor.

A confirmation message will display at the top of the page indicating that the evaluation has been moved forward to the next step. This confirmation message indicates the completion of the Self-Evaluation task.



Success! Event submitted

Up Next: Jennifer Peters, Manager Evaluation: 2020-2021
Managerial Evaluation: Meaghan Lenahan - Complete Manage...

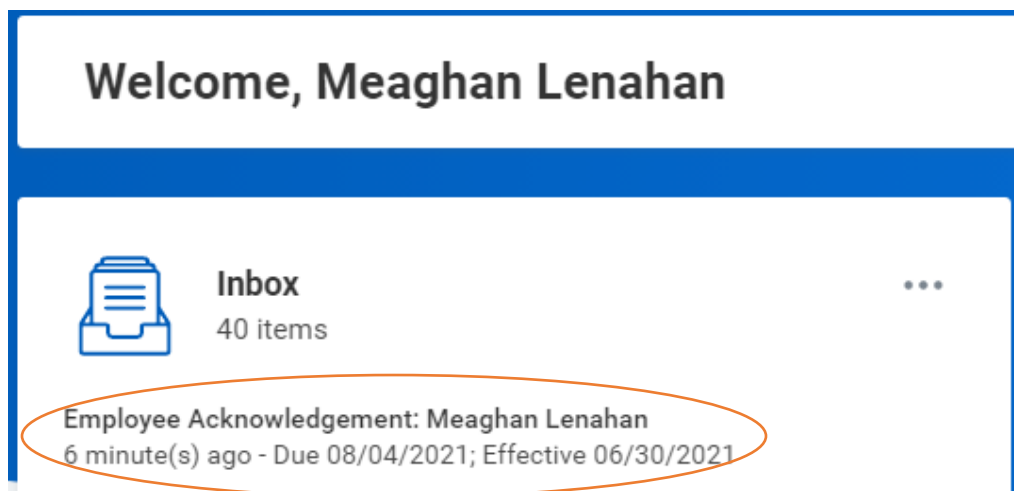
[View Details](#)

EMPLOYEE ACKNOWLEDGEMENT

["PROVIDE EMPLOYEE REVIEW COMMENTS" STEP]

After the evaluation has been completed by the immediate managerial supervisor and flowed through the approval chain, the evaluation will route back to the supervisor for delivery. The supervisor should meet with the employee to review and discuss the evaluation so that both users can complete their required acknowledgement steps in Workday.

Once your immediate supervisor has submitted their acknowledgment, you will receive an **Employee Acknowledgement** inbox item.



When opening the inbox item, the step will be referred to as the "Provide Employee Review Comments" step.

Provide Employee Review Comments

Manager Evaluation: 2020-2021 Managerial Evaluation: Meaghan Lenahan 



Evaluated By **Jennifer Peters**

Review Period
07/01/2020 - 06/30/2021

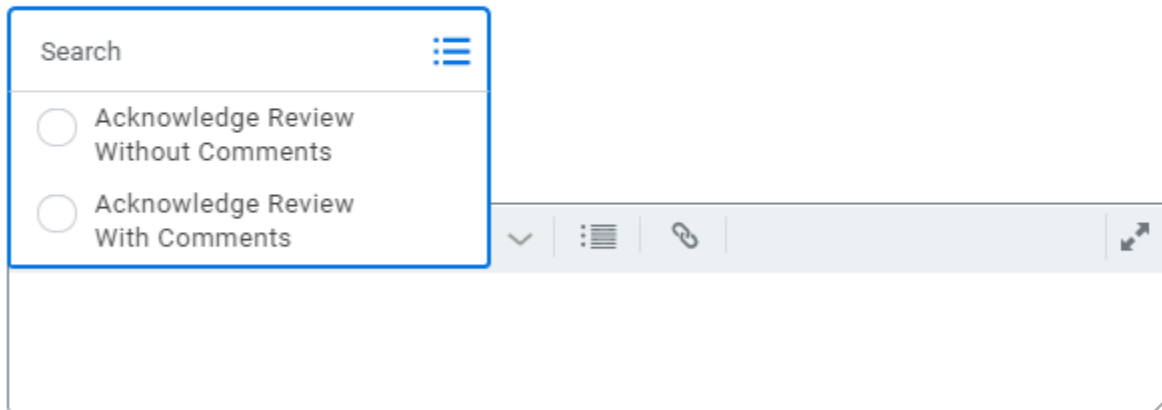
7 minute(s) ago - Due 08/04/2021; Effective 06/30/2021

I acknowledge that my manager and I have reviewed and discussed the contents and ratings in this performance review.

You will be able to choose to acknowledge the evaluation **with** or **without** comments. This choice is made at your discretion. After completing the **Employee Acknowledgement**, click **Submit**.

Employee Acknowledgement

Status *

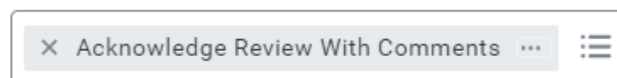


A screenshot of a web form titled "Employee Acknowledgement". The "Status" field is highlighted with a blue border and is open, showing two radio button options: "Acknowledge Review Without Comments" and "Acknowledge Review With Comments". The "With Comments" option is selected. The form also features a search bar at the top left and a toolbar with icons for expand, list, link, and refresh.

Acknowledgement

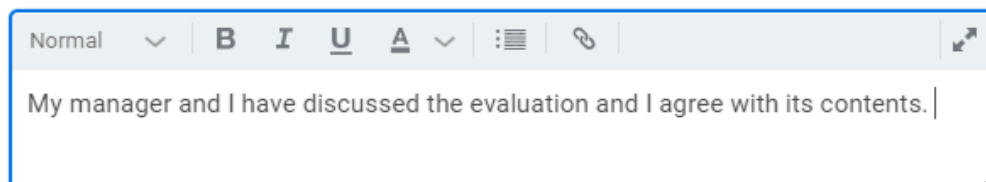
Employee Acknowledgement

Status *



A screenshot of the "Status" dropdown menu. The selected option is "Acknowledge Review With Comments". The menu also includes a close button (X) and a list icon (three horizontal lines).

Comment



A screenshot of the "Comment" text area. It features a rich text editor toolbar with options for font color (Normal), bold (B), italic (I), underline (U), and text color (A). The text area contains the comment: "My manager and I have discussed the evaluation and I agree with its contents." The text area also has a toolbar with expand, list, link, and refresh icons.

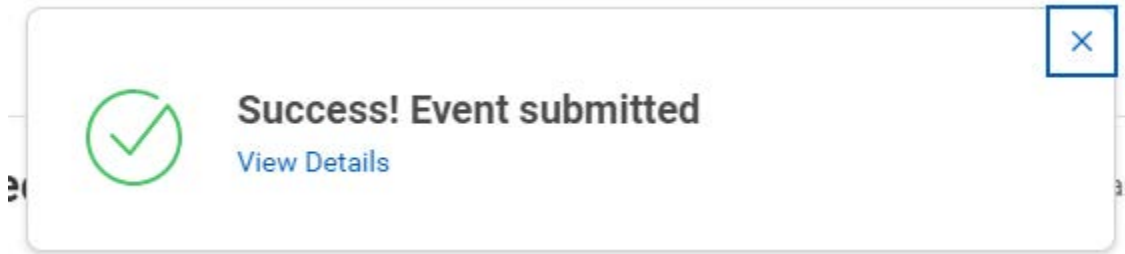
COMPETENCIES & PERFORMANCE STANDARDS

Submit

Save for Later

Close

After completing and submitting the **Employee Acknowledgement**, you will receive a final alert indicating that the overall evaluation event has been successfully completed. No further action is required.



QUESTIONS OR CONCERNS?

For any questions regarding the evaluation process or for assistance with an evaluation in Workday, please contact Meaghan Lenahan (lenahanm@kean.edu) or Wonjun Han (wohan@kean.edu).

Please refer to our Managerial Timeline on our [Performance Management webpage](#) for all deadlines and other important dates with respect to the completion of the Managerial Evaluation.

For other Workday resources, including additional training materials, visit our [Workday webpage](#) or email us at workday@kean.edu.