

Annual Performance Review

Managers should meet with employees throughout the performance period.

**Employees should understand why they are receiving that rating*

Employees will be evaluated on performance from July 1, 2025 – June 30, 2026
Performance reviews will start in Workday on July 1, 2026 and be due by October 2026

Performance Reviews are initiated in Workday

Employee will complete discussion questions if included
Comment on responsibilities set
Update goals (if needed)

Employee will fill out a self-evaluation

Employee Acknowledgment

Set review content - Supervisor

Adjust role responsibilities for each employee
Add or Edit suggested goals specific to each employee

Manager evaluation

Failing to Meet Expectations
Partially Meeting Expectations
Meeting Expectations
Exceeding Expectations



For IAS Employees

Employees will be evaluated on performance from July 1, 2025 – June 30, 2026

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Performance Reviews are initiated in Workday

There are three screens you need to complete.

If Required — Use “met expectations” and select “meets expectation.”

If Not Required — Enter “NA” and select “NA.”

2– Professional Activity

Once done with each - hit submit.

Sign into Workday

Navigate to your profile and choose "performance" on the left navigation bar

1– Teaching

Add "met expectations" into the dialog box and choose "meets expectation" as the dropdown rating.

- Please use either "meets" or "does not meet" - disregard "partial" and "exceeds."

3– Service

After your supervisor adds your final review

The review will return to the employee for acknowledgment.

For Chairs/Supervisors

Supervisors should meet with employees throughout the performance period.

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Navigate to Tasks
Complete Annual Reviews for IAS

Sign into Workday

Submit

The employee will then acknowledge your rating

IF the instructor is "to be" reviewed by the department or subcommittee, rather than by the chair

Ignore the Workday pings until they have been reviewed and then follow these steps.

They need to be reviewed before the end of September.

Rate the instructor as "meets merit" for each of the three areas and hit submit.

1- Teaching

2- Professional Activity

- If professional activity and service were not part of the position - choose NA and NA.

3- Service

There are 4 ratings. Please use either "meets" or "does not meet" - disregard "partial" and "exceeds"

Please review with instructors prior to finalizing the review.

The overall rating should not be a surprise to the employee.