



April 1, 2020

TO: Texas A&M AgriLife Unit Heads and On & Off Campus HR Contacts

SUBJECT: 2020 Performance Reviews in Workday

Performance evaluations will be completed on paper and then uploaded into Workday and routed for signatures by manager* and employee between **April 1 and May 31**. Managers* will also enter into

Workday an overall rating of the employee's performance:

- Does Not Meet Expectations
- Partially Meets Expectations
- Meets Expectations
- Exceeds Expectations
- Significantly Exceeds Expectations

PERFORMANCE EVALUATION FORM:

Form AG-404 (<https://agrififeas.tamu.edu/documents/ag-404.pdf>) has been revised. To correlate with Workday terminology the form has been renamed, **Texas A&M AgriLife Employee Performance Review**. A guide has also been drafted to assist supervisors in the evaluation process <https://agrififeas.tamu.edu/documents/employee-performance-review-guide.pdf/>.

Timeframes and evaluation forms: <https://agrififeas.tamu.edu/documents/evaluation-matrices.pdf/>

REVIEW OF POSITION RESTRICTIONS (aka POSITION DESCRIPTIONS)

In preparation for this year's performance evaluations please ensure all employee position descriptions are reviewed for accuracy and updated if necessary. The conversion from GreatJobs to Workday caused some positions to have duties, qualifications, etc. that are not applicable so this is also part of a cleanup effort.

View Position Restrictions job aid: https://it.tamus.edu/workdayservices/job_aid/view-position-restrictions/



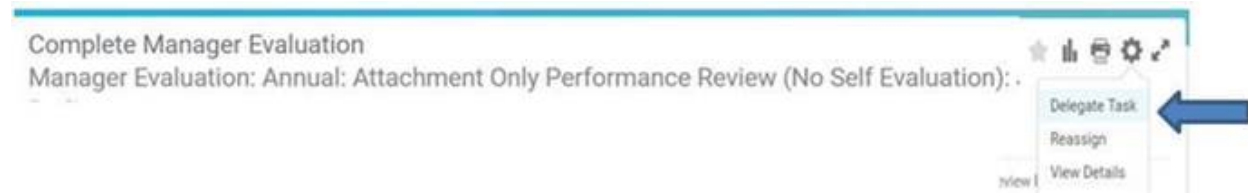
ROUTING/APPROVAL/STORAGE OF PERFORMANCE EVALUATION IN WORKDAY:

1. Managers* will receive an inbox item in Workday (and email notification if enabled) when employee evaluations are available for uploading to Workday.
2. Select the inbox item “Manager Evaluation: Annual: Attachment Only Performance Review Employee Name” to begin the process to attach the previously completed performance evaluation form.
3. Complete Performance Review job aid: https://it.tamus.edu/workdayservices/job_aid/complete-performance-review-attach-only-no-self-evaluation/

REPORTS FOR MONITORING THE PERFORMANCE EVALUATION PROCESS

- My Team’s Performance Reviews
- Performance Review Acknowledgement Audit Report
- Performance Review Process (All)
- Performance Review Process (All) – Most Recent Event

**Managers may delegate the inbox item to an appropriate individual for uploading of attachments.*



For questions, please contact: your HR Generalist.

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423