

Complete Self-Review

This guide shows you how to complete your self-evaluation as part of the annual performance review in Workday. You will learn how to access the task, rate yourself on goals and competencies, add comments, and submit your evaluation for your manager to review.

- Who is this for:** All Employees
- Time to complete:** 10 to 15 minutes

Before You Start

- You have an active Workday account and are logged into Workday
- You have received a self-evaluation task in your My Tasks
- Review your goals, achievements, and any feedback received during the year before starting

How the Performance Review Works

Steps	What Happens
Employee	Completes self-evaluation with ratings and comments
Manager	Reviews self-evaluation and completes manager evaluation with ratings and comments
Manager & Employee	Meet to discuss the review and overall rating
Employee	Acknowledges the review and adds any final comments

Accessing and Starting Your Self-Evaluation

STEP 1:

From the Workday Homepage to locate and open the self-evaluation task check the **"Awaiting Your Action"** card on your homepage or open **My Tasks** (tray icon in the top right)

1. Locate and click on the task titled **"Complete Self-Evaluation: Annual Performance Review"**
2. Click **Get Started** to go to the Guided Editor

The screenshot displays the Workday interface. On the left, the 'All Items' list shows several tasks. The task 'Self Evaluation: 2026 Annual Review' is highlighted with a red box and a red circle with the number 1. On the right, the 'Complete Self Evaluation' task details are shown. The 'Get Started' button is highlighted with a red box and a red circle with the number 2.

All Items 20 items

Search: All Items

Advanced Search

Benefit Change - Location Change, and New Hire - Acquisition : Jim Halpert on 06/30/2026
Effective: 06/30/2026

Business Process Definition Error for Regenerate Offer Documents 07/06/2026

Self Evaluation: 2026 Annual Review: 07/06/2026
Effective: 12/31/2026

Business Process Definition Error for Start Performance Review 07/02/2026

Business Process Definition Error for Complete Manager Evaluation for Disciplinary Action 07/02/2026

Complete Self Evaluation Self Evaluation: 2026 Annual Review:

Review Period 01/01/2026 - 12/31/2026

Reflect on your performance over the past year. Focus on what you accomplished, what went well, and where you see opportunities to grow. Be specific and concise.

Get Started

Accessing and Starting Your Self-Evaluation

STEP 2:

Choose how to complete your evaluation:

1. The **Complete Self-Evaluation** screen will display
2. Use the **Guided Editor** to walk through each section one at a time

Click **Next** to move between sections

Complete Self Evaluation

Self Evaluation: 2026 Annual Review:

Actions

01/01/2026 - 12/31/2026



- ☒ Current Year Goals
- ☐ Achievements
- ☐ Development
- ☐ Next Year Goals
- ☐ Review and Submit

Completing Self Evaluation

STEP 3:

Work through each section of the evaluation:

1. **Goals:** Review your goals for the year. Rate your progress on each goal and add comments describing your achievements, outcomes, and any challenges faced
2. **Achievements:** Highlight key accomplishments from the year. Focus on results, impact, and how your work supports your team or the business
3. **Development:** Identify areas for growth to further strengthen your effectiveness. Include skills, behaviors, or ways of working you want to develop, along with any feedback you've received
4. **Next Year Goals:** Outline your priorities for the coming year. What will you focus on, and what does success look like?

Current Year Goals

For each goal, summarize outcomes and impact. Include status (completed/in progress) and any key challenges.

^

Add Existing

Goal

*

Normal

▼

B

I

U

A

▼

:

:

📄

✉

🗲

Description

Normal

▼

B

I

U

A

▼

:

:

📄

✉

🗲

Due Date

MM / DD / YYYY

📅

Track By

select one

▼

Category

Status

select one

▼

Milestones

0 items

+

*Milestone

Due Date

Status

No items available.

Remove

Add

Completing Your Self-Evaluation

STEP 4:

Review and submit:

- 1. After completing all sections, you will see a summary page showing all your ratings and comments
- 2. Review everything carefully. Once submitted, your self-evaluation cannot be edited

If you are not ready to submit, click **Save for Later** to return to it at a later time. When ready, click **Submit** to send your self-evaluation to your manager

Complete Self Evaluation

Self Evaluation: 2026 Annual Review:

Actions

01/01/2026 - 12/31/2026

Current Year Goals

Achievements

Development

Next Year Goals

Review and Submit

Current Year Goals

GoalDeliver effective HR support and improve the employee experience.

DescriptionSupport key HR processes with timely execution, clear communication, and consistent follow-through aligned with team and business priorities.

Due Date(empty)

CategoryDevelopment Objective

StatusCompleted

Completed On(empty)

Track ByPercent

Minimum Percent0.00%

Target Percent100.00%

Maximum Percent100.00%

Actual Percent0.00%

Milestones

0 items

Milestone	Due Date	Status
-----------	----------	--------

No items available.

Complete Self Evaluation

Self Evaluation: 2026 Annual Review:

Actions

01/01/2026 - 12/31/2026

Current Year Goals

Achievements

Development

Next Year Goals

Review and Submit

Achievements

AccomplishmentSuccessfully supported HR operations and employee-related initiatives through timely coordination, effective stakeholder communication, and consistent execution of assigned responsibilities.

Development

Development ItemStrengthen stakeholder communication and data-driven decision-making.

Additional InformationContinue developing the ability to use HR insights, employee feedback, and process data to support better decisions and improve the employee experience.

StatusIn Progress

Status NoteOngoing development through regular feedback, collaboration with stakeholders, and application of learnings in day-to-day HR activities.

Start Date(empty)

Completion Date(empty)

History

Submit

Save for Later

Acknowledging the Final Review

After your manager completes their evaluation and you have met to discuss the review, you will receive a final task.

STEP 5:

Acknowledge the completed review:

1. You will receive a task in **My Tasks** to acknowledge the performance review with the prefix of **Manager Evaluation**
2. Click on the **Get Started** to open it. You will see your manager's ratings, comments, and overall performance rating
3. Click on **Summary** and review the details. You can add any **final comments** in the comments field if you wish

Click **Next** to move to acknowledge the review

The screenshot shows the 'All Items' task list on the left and the details of a task titled 'Provide Employee Review Comments' on the right. In the 'All Items' list, the task 'Manager Evaluation: 2026 Annual Review' is highlighted with a red box and a red circle with the number 1. In the task details view, the 'Get Started' button is highlighted with a red box and a red circle with the number 2. The task details view includes the title 'Manager Evaluation: 2026 Annual Review', the review period '01/01/2026 - 12/31/2026', and a message stating 'Your annual review is ready for your acknowledgement. Please take a moment to read through the feedback and ratings, then select Acknowledge to confirm you've reviewed it.'

The screenshot shows the 'Provide Employee Review Comments' task details view with the 'Summary' tab selected. The left sidebar shows the task title 'Manager Evaluation: 2026 Annual Review' and the review period '01/01/2026 - 12/31/2026'. The 'Summary' tab is highlighted with a red box and a red circle with the number 3. The main content area displays the 'Current Year Goals' section, which includes a goal description, due date, category, status, and completion date. The goal is 'Deliver effective HR support and improve the employee experience.' and is categorized as 'Development Objective'. The status is 'Completed' and the completion date is '(empty)'. The 'Milestones' section is also visible, showing a table with columns for Milestone, Due Date, and Status.

Note: Your manager will be able to see your self-evaluation while completing their own evaluation. Your ratings and comments help them understand your perspective before the review conversation.

Acknowledging the Final Review

After your manager completes their evaluation and you have met to discuss the review, you will receive a final task.

STEP 6:

Acknowledge the completed review by:

1. In the **Status** dropdown select the “**I Acknowledge**” option
2. Click on **Submit** to acknowledge the review

The screenshot displays the 'Provide Employee Review' interface. On the left sidebar, the 'Acknowledgement' tab is selected. The main content area is titled 'Acknowledgement' and shows the 'Employee' section. The 'Status' dropdown is set to 'I Acknowledge (By completing this acknowledgement, you confirm that your performance review has been discussed with you and that you have had the opportunity to ask questions and provide input. This acknowledgement does not necessarily indicate agreement with the review or feedback provided.)'. A red box with a '1' highlights this dropdown. Below the status, there is a 'Comment' field with a rich text editor. At the bottom, the 'Submit' button is highlighted with a red box and a '2', next to a 'Save for Later' button.

Note: Your manager will be able to see your self-evaluation while completing their own evaluation. Your ratings and comments help them understand your perspective before the review conversation.

References

Key Things to Know

- Take time to prepare before starting your self-evaluation. Review your goals, check-in notes, feedback received during the year, and any key achievements or challenges.
- Be specific in your comments. Use examples and outcomes rather than general statements.
- Once you submit your self-evaluation, it is final and cannot be edited. Use Save for Later if you need more time.
- Your self-evaluation is visible to your manager while they complete their evaluation. It helps frame the review conversation.
- After the review discussion, both you and your manager will acknowledge the review to close it out.
- Completed reviews are stored in Workday and can be referenced in future talent discussions, check-ins, and career planning.
- You can view your past performance reviews anytime by going to your profile and clicking on the Performance tab.

If A Change Isn't Showing Up:

A change you made may not appear right away. This is usually a display issue, not a lost update. Before contacting support, try:

- Refreshing the page
- Logging out and logging back in
- Clearing your browser cache, cookies, and history

These steps fix most display glitches.

If you have questions or need support, here is how to get help

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.