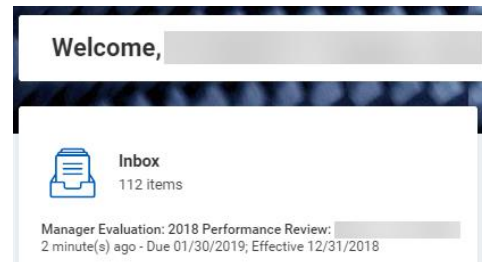# Tip Sheet: *Year End Performance Review – Manager*

This Tip Sheet will walk you through the steps to complete the Manager evaluation for your employees.

After you log in to your Workday account, you will see an action item in your Workday inbox. Click on the inbox item to begin.


Workday provides a step-by-step **Guided Editor** to walk you through the manager assessment process. Select "Go to Guided Editor" to begin.
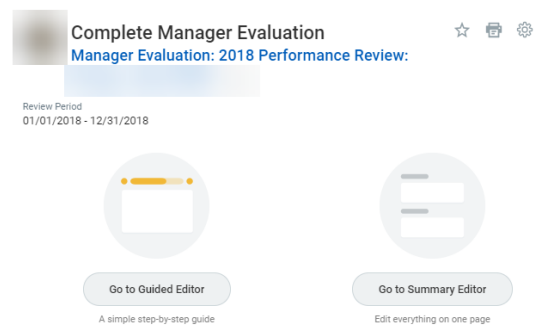

You will begin with the **Goals** portion. The goals previously defined by your employee will be displayed along with his/her self-assessment.

Click the **Edit** (pencil) icon to open the input fields for the goal. Scroll down to the **Manager Evaluation** section of each goal to complete your rating and comment for each goal listed.
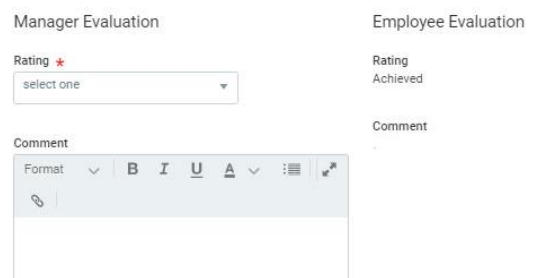
Click the **Prompt** icon to get the drop down list of rating choices. You can see the employee evaluation rating alongside the manager portion. Select your **Rating** and provide a **Comment** in the space provided.

Scroll down a bit and repeat the process on the next goal. The text will appear gray until you click the **Edit** icon to open the text fields.
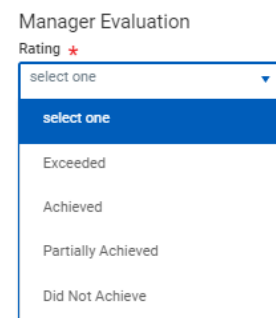
Important Note: Do not click the Next button until you have completed the evaluation of all goals on the page

The next section to complete is the **Hexcel Values** assessment.

Hexcel Values are divided into four main sections: Accountability, Innovation, One Hexcel and Responsibility.

Click the **Edit** icon to open the entry fields. You will need to enter **Manager Evaluation** comments as they relate to each values section. The comments from your employee will be listed under Employee Evaluation.

The **Manager Evaluation** comments are required, as noted by the red star. The system will not let you progress to the next page until all evaluation comments are submitted.

As with the Goals section, proceed down the page to complete all the Values comments. Only when you have finished all four Values sections, click the orange **Next** button to continue.

Hexcel Values ⌄

Below you find the Hexcel Values section. Please enter an assessment for each value category. Each value category requires an evaluation.

Accountability

- *Honors commitments and gets results*
- *Pursues excellence and expects the same of others*
- *Strives to gratify customers and stakeholders*

Manager Evaluation

· *

Employee Evaluation

Innovation

- *Proactively makes decisions and takes action*
- *Promotes industry-leading products and/or benchmarks processes*
- *Uses curiosity and creativity to improve business results*

Manager Evaluation

· *

Employee Evaluation

One Hexcel

- *Coaches and/or encourages others on a regular basis*
- *Effective team member; Communicates openly and honestly*
- *Embraces individual's diversity and values their contributions*

Manager Evaluation

· *

Employee Evaluation

Responsibility

- *Adheres to the Code of Conduct*
- *Ensures that safety & environmental protections are practiced*
- *Operates to the highest ethical and legal standards*

Manager Evaluation

· *

Employee Evaluation

The next section to complete is the **Career Development** assessment. Click the **Edit** icon to open the entry fields.

Add a comment in the space provided for **Key Strengths** and **Growth Opportunity**.

The Employee Evaluation comments will be visible below the manager section.

When you are finished, click the orange **Next** button to continue.

Career Development (Identified during goal setting) ⌄

Strengths: Key strengths reflecting my background, work experiences, and recent achievements.

Manager Evaluation

Employee Evaluation

Growth Opportunity: Identify two or three areas of skills, expertise, and experiences I need to develop in my job/career.

Manager Evaluation

Employee Evaluation

The next section is the **Career Interests** assessment. Click the **Edit** icon to open the entry fields should you want to make additional comments to what your employee has submitted. This area is primarily for your review. No manager comments are required.

Career ⌄

Career Interests

Career Preferences

Career Interests

Travel Preferences

Are you willing to travel?

What amount of time?

Additional Information

Another feature in Workday is the ability to share **Travel Preferences** and **Relocation Preferences**. Should you want to make additional comments to what your employee has submitted, click the **Edit** icon.

Relocation Preferences

Are you willing to relocate for the short term?

Where for short term?

Are you willing to relocate for the long term?

Where for long term?

Fill in each of the areas required and click the orange **Next** button to continue.

Back   Next

The final section is the Manager Evaluation. Here you will provide your **Rating** (required) and a **Comment**.

The comments of your employee will be displayed underneath the manager comment field.

Click the orange Next button to continue to the final summary page.

Please carefully scroll through the information you entered. The **Edit** icon is available at each section if you wish to modify your responses before finalizing.

If you are satisfied with your assessment, click the orange **Submit** button to finalize the task.
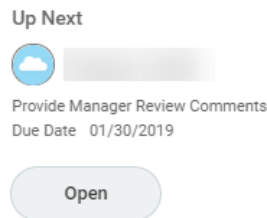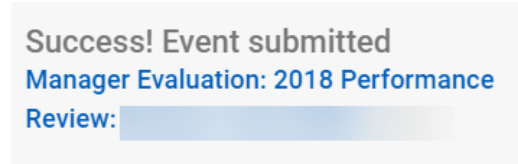
You will notice a new inbox task appears immediately for the next steps in the process. This is the point where you will pause to schedule an in-person meeting with your employee to discuss your evaluation. After that meeting is complete, come back to your Workday inbox to open the **Provide Manager Review Comments** task.

Click on the **Edit** icon to open the **Manager Acknowledgement** status field where you can Sign the review.

Your local Human Resources representative is available to answer any questions you may have about this process.