



**Division of Enrollment
Management (DEM)**

Performance Management and Workday-Midpoint Reviews

- Ann Bradshaw, Divisional Human Resources Associate Director
- Paula Gates, Divisional Human Resources & Payroll Manager
- Kelly Layton, Divisional Financial Manager

Road Map

- Performance Management Process Overview in Workday
- Manager/Team Member Midpoint Workflow in Workday
- Performance Review Cycle and Deadlines
- Resources

Important Reminders

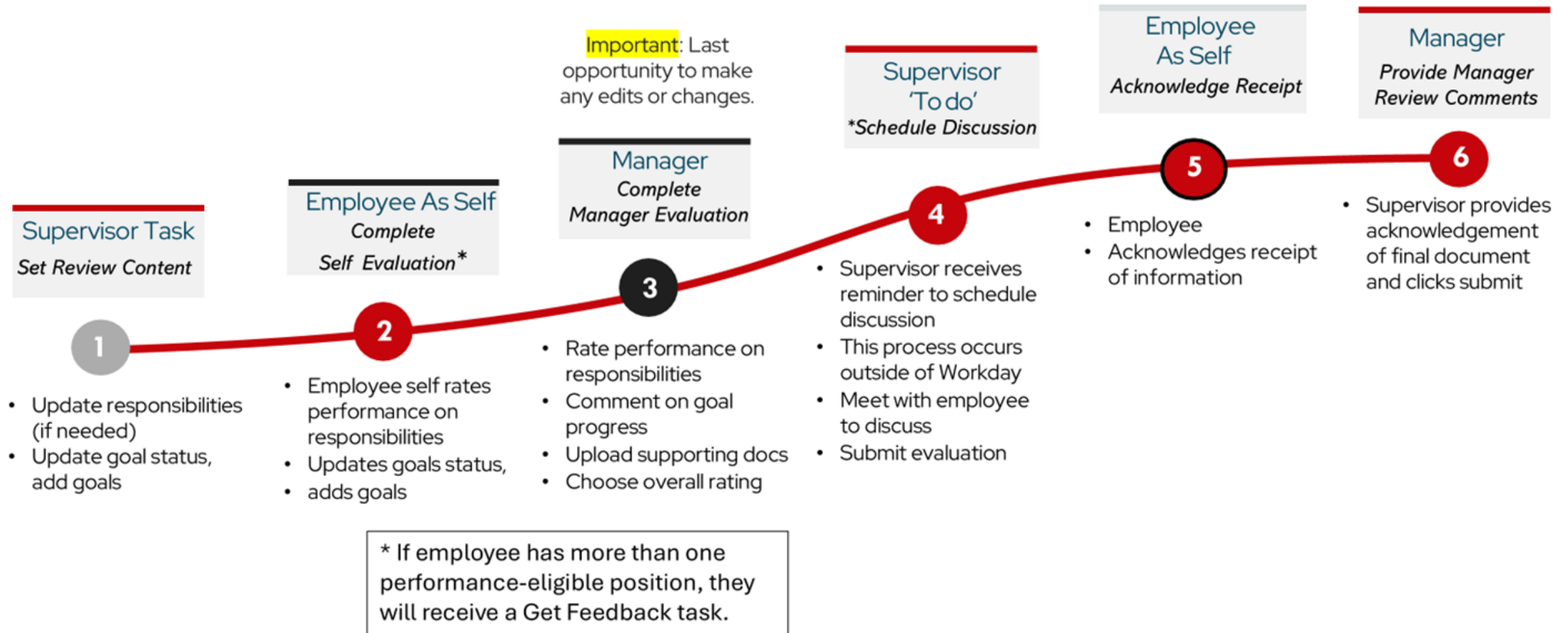
Due by March 31, 2026

- **FY26 (July 1, 2025-December 31, 2025) Midpoint Review**
- **Note:** A requirement of pay plan increases (3% FY26 and 2% FY27) is that supervisors complete performance management reviews for their team members.

UW-Madison Performance Management Policy

- The University of Wisconsin–Madison is committed to supporting all employees to meet their career and professional goals, as well as supporting the university’s need to maintain a high-performing workforce. Performance management is comprised of frequent informal conversations consisting of coaching, feedback, and support to employees about their work, needs, and accomplishments related to the duties and expectations of their positions. These activities will result in supervisors conducting annual performance evaluations documenting those conversations. Effective performance management strategies position the university to provide employees with developmental opportunities, better recognize performance that exceeds expectations, and support employees who need to improve performance. Documenting outstanding performance will support employee recognition.
- Performance Management Policy: [Performance Management for Managers and Supervisors - UW-Madison Policy Library](#)

Process Overview: Performance in Workday



Midpoint Performance Review in Workday

Manager Receives Task

- In Workday Tasks Select Set Content: Midpoint Evaluation Staff-2026: *Name*
- Click "Get Started"

Set Content: Midpoint Evaluation

01/05/2026



Staff - 2026: [REDACTED]

Effective: 12/31/2025

Review Period 12/31/2025 - 12/31/2025

UW Midpoint Performance Evaluation

- This documentation is only a portion of productive performance management.
- Performance evaluations are most effective when supported by conversation with the employee to ensure understanding.
- Frequent, informal conversations regarding performance further support employee and organizational success.

Get Started

Midpoint Performance Review in Workday

Manager reviews Responsibilities

- Review responsibilities and adds % (including 0%) if this was not originally done in the original PM setup
- Add unique responsibilities if not previously done from the team member's Job Description from PMDP
 - If there are significant concerns or questions about a listed responsibility, please connect with your team lead. They can help assess the issue and, if needed, consult with the unit director or designated contact for further guidance.

The screenshot displays the 'Job Responsibilities' interface in Workday. On the left, a sidebar titled 'Job Responsibilities' contains the heading 'Adjust Responsibilities:' followed by two bullet points: 'Review, edit, add, or delete responsibilities for this employee.' and 'To view the standard responsibilities from the job profile, click the View Related Information icon in the left panel.' Below this is a 'Responsibility *' dropdown menu with 'Normal' selected. At the bottom of the sidebar are 'Back' and 'Next' buttons.

The main content area features a table titled 'TPM Job Responsibilities (UW)'. The table has two columns: 'Job Profile' and 'Responsibilities from Job Profile'. The 'Job Profile' column lists 'HR Manager'. The 'Responsibilities from Job Profile' column contains a list of responsibilities: 'Directs and manages unit operational functions and/or staff', 'Identifies, designs, implements, and monitors Human Resources and staff training programs consistent with strategic objectives and initiatives', 'Identifies, proposes, implements, and interprets employment policies and practices for stakeholders, and provides recommendations for changes', 'Monitors programs and practices to ensure compliance with human resources laws, regulations, and institutional policies', and 'Serves as subject matter expert to support unit managers' alignment of business needs and human resources strategy'. Above the table is a 'Refresh' button and a 'TPM Job Responsibilities (UW)' header. To the right of the table is a vertical scrollbar.

On the right side of the interface, there is a section titled 'Job Responsibilities' with a sub-heading 'Adjust Responsibilities'. This section contains two bullet points: 'Review, edit, add, or delete responsibilities for this employee.' and 'To view the standard responsibilities from the job profile, click the View Related Information icon in the left panel.' Below this is a 'Responsibility *' dropdown menu with 'Normal' selected. To the right of the dropdown is a rich text editor with buttons for bold, italic, underline, and link. Below the editor is a list of responsibilities: '10% Identifies, designs, implements, and monitors Human Resources and staff training programs consistent with strategic objectives and initiatives'. At the bottom of the right section are 'Back', 'Next', and a three-dot menu button.

Midpoint Performance Review in Workday

Manager reviews Responsibilities

- Responsibilities are from the standard job profile, which can be viewed by clicking on the “View Related Information” icon or by going to PMDP which shows percentages (see next slide for PMDP instructions)
- Responsibilities are **what** the position is responsible or accountable for completing.
- ***Guidance (if helpful, not required)***: Add bullet points to each responsibility to add performance indicators that provide context on **how** to meet expectations of the core responsibility (maximum of 6 bullet points).
- Examples:

Responsibility	45%: Schedules and secures logistics and resources in support of an outreach program • Researching and securing event/programming/meeting spaces • Researching and securing food and beverage for events • Confirming final details with vendors regarding meeting spaces and catering • Shipping of event materials to off-site locations • Proofing, printing, and preparing event materials • Preparing event presentations
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Midpoint Performance Review in Workday

Manager, if not done in set-up, Adds Unique Responsibility and Percentages

- Add Unique Responsibilities from **PMDP “Employee Position Description”**
- **5%--Unique Responsibility:** *Demonstrates commitment to the University’s mission statement, particularly to be sensitive and responsive to those groups which have been underserved by higher education. Participation in related learning activities is expected*
- Please add percentages and make sure to type **“Unique Responsibility”**

PMDP Home My Performance Manage Help

PMDP has an automatic timeout process of 2 hours. Make sure to save your data often and as you move from tab to tab throughout the evaluation. Your data will be lost if it is not saved prior to the system timeout process.

Performance Evaluation [Back to Performance List](#)

Employee EmplID	00742258
Employee Name	
Employee Unit	
Position Number	
Evaluation Type	
Evaluation Status	Complete
Acknowledgement	Employee Agreed Re-Open Eval
Employee Position Description	Employee Criteria for Success

General Responsibilities Criteria for Success Goals Employee Self-Appraisal Attachments Overall Rating Log

Thank you for your participation in this performance management process. Identifying areas of strength and opportunities for growth is an important activity in fostering development of UW-Madison employees.

Please give each section thoughtful consideration. You may return multiple times to complete this evaluation. All content may be modified by the person who creates it, until the evaluation is finalized by the supervisor.

Midpoint Performance Review in Workday

Manager Updates, Removes, or Adds Goals

- Optional to update, remove or add **Goals**
- Optional to add Description
- Due dates should be 6/30/26 or 12/31/26
- Select the Status: Not Started, In Progress, or Completed

Set Review Content

Set Content: Midpoint
Evaluation Staff - 2026: [Redacted]

Actions

12/31/2025 - 12/31/2025

Job Responsibilities

Goals

Review and Submit

Goals

Add Goals

- Add new goals you have for this employee.
- Set the Status of each new goal to **Not Started**.
- You will have an opportunity to update existing goals later in the process.
- The employee will also have an opportunity to enter new goals and update existing goals.

Goal * Normal B I U A [Link] [Icon]

Continue to work on knowledge of Workday.

Back Next ...

Set Review Content

Set Content: Midpoint
Evaluation Staff - 2026: [Redacted]

Actions

Job Responsibilities

Goals

Review and Submit

Goals

Add Goals

- Add new goals you have for this employee.
- Set the Status of each new goal to **Not Started**.
- You will have an opportunity to update existing goals later in the process.
- The employee will also have an opportunity to enter new goals and update existing goals.

Goal * Normal B I U A [Link] [Icon]

SMART goal

Description Normal B I U A [Link] [Icon]

Description of goal with bulleted action items

Due Date 06/30/2026 [Calendar]

Status * In Progress [Dropdown]

> History

Midpoint Performance Review in Workday

Manager Reviews and Submits

- Review all content and select "Submit" when done
- If you need to make edits, use the navigation bar on the left
- A pop-up notification will appear when submitted
- Evaluation is sent to the team member & it is recommended you let them know

The screenshot displays the 'Set Review Content' interface in Workday. On the left, a navigation bar includes 'Job Responsibilities', 'Goals', and 'Review and Submit' (highlighted in red). The main content area shows 'Set Content: Midpoint Evaluation Staff - 2026: [redacted]' with an 'Actions' button and the date range '12/31/2025 - 12/31/2025'. A 'Process History' section shows a step 'Set Review Content for Performance Review- Awaiting Action' with a cloud icon. At the bottom are 'Submit' and 'Save for Later' buttons. A status bar at the top indicates 'Status: In Progress' and a 'History' link. To the right, a success notification reads: 'Success! Event submitted. Up Next: [redacted] | Self Evaluation: Midpoint Evaluation Staff - 2026: [redacted] - Complete Self Evaluation for... View Details'.

Midpoint Performance Review in Workday

Team Member Receives Self Evaluation Midpoint Task

- Team member opens Self Evaluation in Tasks

All Items 13 items



 [Advanced Search](#)

Self Evaluation: Midpoint Evaluation Staff - 2026: 

01/07/2026 

Effective: 12/31/2025

Review & Update Student Hourly Additional Job Document: UWMSN
| DEM | OAR Events_SH (Kristina

01/07/2026 

   Created: 01/07/2026 | Effective: 12/31/2025



Complete Self Evaluation

Self Evaluation: Midpoint Evaluation Staff - 2026: 



Review Period 12/31/2025 - 12/31/2025

UW Midpoint Performance Evaluation

- This documentation is only a portion of productive performance management.
- Performance evaluations are most effective when supported by conversation to ensure understanding.
- Frequent, informal conversations regarding performance further support employee and organizational success.

[Get Started](#)

Midpoint Self Evaluation in Workday

Team Member Reviews and Self-Rates Responsibilities

- Team member reviews and self-rates/updates their performance for each responsibility. If they were rated in a previous evaluation, this will carry over to this evaluation
- Team member adds/updates comments as needed
- Team member **does not make changes to responsibilities**

The screenshot displays the 'Complete Self Evaluation' interface in Workday. On the left, a sidebar shows the evaluation progress: 'Self Evaluation: Midpoint Evaluation Staff - 2026: [redacted]' with an 'Actions' button, the period '12/31/2025 - 12/31/2025', and a list of steps: 'Job Responsibilities' (selected), 'Goals', 'Supporting Documents (Optional)', 'Midpoint Overall Evaluation and Rating fo...', and 'Review and Submit'. The main content area is titled 'Job Responsibilities' and 'Evaluate Responsibilities'. It includes instructions: 'If responsibilities have been rated in a previous evaluation, the rating and comment has carried over to this evaluation.', 'Rate/Update your performance in each area of responsibility.', 'Add/Update comments as needed.', and 'Do not make any changes, additions, or deletions to the responsibilities.' Below this, a 'Responsibility' field shows a selected item: '(Unique Responsibility) 5% Demonstrates commitment to the University's mission statement, particularly to be sensitive and responsive to those groups which have been underserved by higher education. Participation in related learning activities is expected.' The 'Employee' section has a 'Rating' dropdown set to 'select one' and a 'Rating Description' field set to '(empty)'. A 'Comment' field is also present. At the bottom, there are 'Back', 'Next', 'Save', and 'Close' buttons.

Midpoint Self Evaluation in Workday

Team Member Reviews and Self-Rates Responsibilities

- Ratings include: Not Applicable, Failing to Meet Expectations, Partially Meeting Expectations, Meeting Expectations, and Exceeding Expectations
- For more information on ratings and their definitions, visit:
<https://hr.wisc.edu/hr-guides/for-employees/performance-ratings-in-workday/>

The screenshot displays the 'Complete Self Evaluation' page in Workday. The left sidebar shows a progress bar with steps: Job Responsibilities (active), Goals, Supporting Documents (Optional), Midpoint Overall Evaluation and Rating for..., and Review and Submit. The main content area is titled 'Job Responsibilities' and includes instructions for evaluating responsibilities. A dropdown menu is open for the 'Responsibility' field, showing options: 'select one', 'Not Applicable', 'Failing to Meet Expectations', 'Partially Meeting Expectations', 'Meeting Expectations', and 'Exceeding Expectations'. The 'Rating' field is also open, showing 'select one'. An error message at the bottom states: 'Error: The field Rating is required and must have a value.' The 'Rating Description' field is currently empty.

Complete Self Evaluation |←
Self Evaluation: Midpoint
Evaluation Staff - 2026 [REDACTED]
Actions
12/31/2025 - 12/31/2025
🖨️

Job Responsibilities

Evaluate Responsibilities

- If responsibilities have been rated in a previous evaluation, the rating and comment has carried over to this evaluation.
- **Rate/Update** your performance in each area of responsibility.
- Add/Update comments as needed.
- Do not make any changes, additions, or deletions to the responsibilities.

Responsibility * **select one**
Not Applicable
Failing to Meet Expectations
Partially Meeting Expectations
Meeting Expectations
Exceeding Expectations

Employee

Rating * **select one**

Error: The field Rating is required and must have a value.

Rating Description (empty)

Midpoint Self Evaluation in Workday

Team Member Reviews, Adds, Updates Goals

- Team member reviews status of existing goals and updates as needed
- Team member adds in progress or new goals and provides a status for each goal
- Comments will carry over if previously entered. Add/update comments for each goal as needed

The screenshot displays the 'Complete Self Evaluation' interface in Workday. On the left, a sidebar shows the evaluation progress: 'Self Evaluation: Midpoint', 'Evaluation Staff - 2026', '12/31/2025 - 12/31/2025', 'Job Responsibilities', 'Goals' (highlighted with a red circle), 'Supporting Documents (Optional)', 'Midpoint Overall Evaluation and Rating fo...', and 'Review and Submit'. The main content area is titled 'Goals' and includes a 'Review and Update Goals' section with instructions: 'Review status of existing goals and update as needed.', 'Add any in-progress or new goals and provide a status for each goal.', 'If comments were entered for a goal in a previous evaluation, the comments have carried over to this evaluation.', and 'Add/update comments for each goal as needed.' Below this, there is a form for adding or updating a goal. The 'Goal' field contains the text: 'Collaborate with OAR, S&I, DEM Admin regarding centralization of HR responsibilities to the division office. This may include recruitment (permanent, TE and student), onboarding and payroll.' The 'Description' field is empty. The 'Due Date' is set to 06/30/2026.

Complete Self Evaluation

Self Evaluation: Midpoint
Evaluation Staff - 2026

Actions

12/31/2025 - 12/31/2025

Job Responsibilities

Goals

Supporting Documents (Optional)

Midpoint Overall Evaluation and Rating fo...

Review and Submit

Goals

Review and Update Goals

- Review status of existing goals and update as needed.
- Add any in-progress or new goals and provide a status for each goal.
- If comments were entered for a goal in a previous evaluation, the comments have carried over to this evaluation.
- Add/update comments for each goal as needed.

Goal * Normal B I U A :: [icon] [icon]

Collaborate with OAR, S&I, DEM Admin regarding centralization of HR responsibilities to the division office. This may include recruitment (permanent, TE and student), onboarding and payroll.

Description Normal B I U A :: [icon] [icon]

Due Date 06/30/2026

Complete Midpoint Self Evaluation in Workday

Team Member Adds Supporting Documents (optional) and Reviews Non-primary Job Review (if relevant)

- Team member adds supporting documents
- Team member reviews Non-primary job rating/evaluation if relevant

The screenshot displays the 'Complete Self Evaluation' interface in Workday, showing two sequential steps of the process.

Left Panel (Step 1: Supporting Documents):

- Header:** Complete Self Evaluation | Self Evaluation: Midpoint Evaluation Staff - 2026
- Navigation:** Job Responsibilities, Goals, **Supporting Documents (Optional)** (highlighted), Midpoint Overall Evaluation and Rating fo..., Review and Submit
- Content:**
 - Supporting Documents (Optional)**
 - Upload Supporting Documents (optional)**
 - Your manager also has the opportunity to add supporting documents.
 - Employee**
 - Drop files here or Select files
- Buttons:** Back, Next, Save, Close

Right Panel (Step 2: Midpoint Overall Evaluation and Rating for Non-primary Job):

- Header:** Complete Self Evaluation | Self Evaluation: Midpoint Evaluation Staff - 2026
- Navigation:** Job Responsibilities, Goals, Supporting Documents (Optional), **Midpoint Overall Evaluation and Rating fo...** (highlighted), Review and Submit
- Content:**
 - Midpoint Overall Evaluation and Rating for Non-primary Job**
 - Overall Rating for Non-primary Job(s)**
 - Feedback for any non-primary job(s) will appear here.
 - This information is for reporting purposes.
 - You cannot make changes.
 - This section will remain blank in the following circumstances:*
 - You do not have multiple jobs.
 - You failed to request feedback from the non-primary job manager(s).
 - The manager of the non-primary job(s) did not respond to the request for feedback.

Midpoint Self Evaluation in Workday

Team Member Reviews and Submits

- Team member Submits after reviewing Responsibilities and Goals
- Pop-up notification states "You have submitted"
- Midpoint Performance Evaluation is returned to the Manager—it is recommended that the team member inform the manager

Complete Self Evaluation |←

Self Evaluation: Midpoint
Evaluation Staff - 2026: [REDACTED]

Actions

12/31/2025 - 12/31/2025

📅

○ Job Responsibilities

○ Goals

○ Supporting Documents (Optional)

○ Midpoint Overall Evaluation and Rating fo...

● Review and Submit

Job Responsibilities

Responsibility

- (Unique Responsibility) 5% Demonstrates commitment to the University's mission statement, particularly to be sensitive and responsive to those groups which have been underserved by higher education. Participation in related learning activities is expected.

Employee

Rating [Exceeding Expectations](#)

Rating Description Performance consistently exceeds the communicated expectations.

Comment

Responsibility

- (Unique Responsibility) 5% Serves as a Divisional Disability Representative (DDR) to assist in managing disability accommodation requests, FMLA and medical leave

Employee

Rating [Exceeding Expectations](#)

Rating Description Performance consistently exceeds the communicated expectations.

Comment

Responsibility

- 10% Identifies, designs, implements, and monitors Human Resources and staff training programs consistent with strategic objectives and initiatives

[Submit](#) [Save for Later](#)

Complete Manager Midpoint Review in Workday

Manager Reviews, Rates/Updates Team Member Responsibilities

- Manager opens assigned task "Manager Evaluation: Midpoint Evaluation Staff-2026: *Name*"
- Manager Rates/Updates employee performance for each area of responsibility. If responsibilities have been rated in a previous evaluation, the rating and comment carries over to this evaluation
- Manager Adds/Updates comments on responsibility as needed
- Do not make any changes, additions, or deletions to responsibilities, as the team member has already provided a self-rating
- Manager can see employee rating

The image displays four screenshots of the Workday Manager Evaluation interface:

- Left Screenshot:** Shows the 'All Items' list with a search bar and a list of tasks. The selected task is 'Manager Evaluation: Midpoint Evaluation Staff - 2026: [Redacted]' with an effective date of 12/31/2025.
- Second Screenshot:** Shows the 'Complete Manager Evaluation' page for 'Manager Evaluation: Midpoint Evaluation Staff - 2026: Paula Gates'. It includes a 'Review Period' of 12/31/2025 - 12/31/2025 and a 'Get Started' button.
- Third Screenshot:** Shows the 'Job Responsibilities' section of the evaluation. It lists various responsibilities and a 'Rating' dropdown menu. The 'Rating' dropdown is highlighted with a red box, showing options: 'select one', 'select one', 'Not Applicable', 'Failing to Meet Expectations', 'Partially Meeting Expectations', 'Meeting Expectations', and 'Exceeding Expectations'.
- Right Screenshot:** Shows the 'Manager' and 'Employee' rating and comment sections. The 'Manager' section has a 'Rating' dropdown (highlighted with a red box) and a 'Rating Description' field. The 'Employee' section shows a 'Rating' of 'Exceeding Expectations' and a 'Rating Description' of 'Performance consistently exceeds the communicated expectations.'.

At the bottom of the rightmost screenshot, there are navigation buttons: 'Back', 'Next', 'Save', and a menu icon.

Complete Manager Midpoint Review in Workday

Manager Reviews, Adds, Updates Team Member Goals and Adds Supporting Documents (Optional)

- Manager reviews and adds/updates comments and/or description for each goal as needed
- If comments were entered for a goal in a previous evaluation, the comments have carried over to this evaluation
- Manager adds supporting documents if applicable

The image displays three screenshots of the Workday Manager Midpoint Review interface, illustrating the steps for reviewing goals and adding supporting documents.

Left Screenshot: Complete Manager Evaluation

- Manager Evaluation: Midpoint
- Evaluation Staff - 2026: [Redacted]
- 12/31/2025 - 12/31/2025
- Navigation menu: Job Responsibilities, **Goals**, Supporting Documents (Optional), Midpoint Overall Rating, Midpoint Overall Evaluation and Rating fo..., Review and Submit
- Goals** section:
 - Review Goals**
 - Review status of each goal.
 - If comments were entered for a goal in a previous evaluation, the comments have carried over to this evaluation.
 - Add/update comments for each goal as needed.
 - Goal: **Normal** (dropdown), [Rich Text Editor]
Collaborate with OAR, S&I, DEM Admin regarding centralization of HR responsibilities to the division office. This may include recruitment (permanent, TE and student), onboarding and payroll.
 - Description: **Normal** (dropdown), [Rich Text Editor]
- Buttons: Back, Next, Save, ...

Middle Screenshot: Complete Manager Evaluation

- Manager Evaluation: Midpoint
- Evaluation Staff - 2026: [Redacted]
- 12/31/2025 - 12/31/2025
- Navigation menu: Job Responsibilities, Goals, **Supporting Documents (Optional)**, Midpoint Overall Rating, Midpoint Overall Evaluation and Rating fo..., Review and Submit
- Supporting Documents (Optional)** section:
 - Upload Supporting Documents (optional)
 - Manager
 - Drop files here
 - or
 - Select files
- Buttons: Back, Next, Save, ...

Right Screenshot: Supporting Documents (Optional)

- Supporting Documents (Optional)
- Upload Supporting Documents (optional)
- Manager
- Drop files here
- or
- Select files
- Buttons: Back, Next, Save, ...

Complete Manager Midpoint Review in Workday

Manager Provides Midpoint Overall Rating

- Manager selects overall rating, which should align with individual responsibility ratings
- Ann and Paula will be notified of an overall rating of "Failing to Meet Expectations"
- Overall Rating and feedback for Non-Primary Job will appear if applicable
- Performance Rating definitions can be found at: <https://hr.wisc.edu/hr-guides/for-employees/performance-ratings-in-workday/>

The screenshot displays the 'Complete Manager Evaluation' form in Workday. The left sidebar shows a progress bar with steps: Job Responsibilities, Goals, Supporting Documents (Optional), Midpoint Overall Rating (highlighted), Midpoint Overall Evaluation and Rating fo..., and Review and Submit. The main content area is titled 'Midpoint Overall Rating' and includes a note: 'The Overall Rating should be reflective of performance in areas of responsibility and progress on goals.' Below this are bullet points: 'Employee self-rating of individual items should be considered when selecting an overall rating.', 'Overall Rating should be in alignment with individual item ratings.', 'Human Resources will be notified of an overall rating of Failing to Meet Expectations.', and 'Performance improvement strategies should be discussed with your Human Resources team.' The 'Manager' section has a 'Rating' dropdown menu with options: 'select one', 'Failing to Meet Expectations', 'Partially Meeting Expectations', 'Meeting Expectations', and 'Exceeding Expectations'. The 'Rating Description' and 'Comment' fields are also visible. At the bottom, there are buttons for 'Back', 'Next', 'Save', and a menu icon.

Complete Manager Evaluation

Manager Evaluation: Midpoint
Evaluation Staff - 2026: [REDACTED]

12/31/2025 - 12/31/2025

Job Responsibilities

Goals

Supporting Documents (Optional)

Midpoint Overall Rating

Midpoint Overall Evaluation and Rating fo...

Review and Submit

Midpoint Overall Rating

The Overall Rating should be reflective of performance in areas of responsibility and progress on goals.

- Employee self-rating of individual items should be considered when selecting an overall rating.
- Overall Rating should be in alignment with individual item ratings.
- Human Resources will be notified of an overall rating of Failing to Meet Expectations.
- Performance improvement strategies should be discussed with your Human Resources team.

Manager

Rating * select one

Rating Description select one

Comment

Failing to Meet Expectations

Partially Meeting Expectations

Meeting Expectations

Exceeding Expectations

Back Next Save ...

Complete Manager Evaluation

Manager Evaluation: Midpoint
Evaluation Staff - 2026: [REDACTED]

12/31/2025 - 12/31/2025

Job Responsibilities

Goals

Supporting Documents (Optional)

Midpoint Overall Rating

Midpoint Overall Evaluation and Rating for Non-primary Job

Overall Rating for Non-primary Job(s)
Feedback for any non-primary job(s) will appear here.

- This information is for reporting purposes and should not influence the overall rating of the primary job.
- You cannot make changes.

This section will remain blank in the following circumstances:

- The employee only has one job.
- The employee failed to request feedback from the non-primary job manager(s).
- The manager of the non-primary job(s) did not respond to the request for feedback.

Complete Manager Midpoint Review in Workday

Manager Reviews, SAVES FOR LATER, has Conversation, Submits

- Manager reviews midpoint
- Manager clicks "Save for Later" since changes can no longer be made after submitted
- Manager has conversation with team member
- Manager makes any changes/updates based on conversation with team member
- Manager clicks "Submit"

Note: no changes can be made to the evaluation after clicking 'Submit' in this step.

The screenshot displays the 'Complete Manager Evaluation' interface in Workday. The left sidebar shows a progress bar with steps: Job Responsibilities, Goals, Supporting Documents (Optional), Midpoint Overall Rating, Midpoint Overall Evaluation and Rating for Non-primary Job, and Review and Submit. The 'Review and Submit' step is currently active and highlighted in pink. The main content area shows the 'Job Responsibilities' section, which includes a table with columns for 'Manager' and 'Employee'. The table contains two rows of data, each with a 'Rating' and a 'Rating Description'. The 'Rating' column shows 'Exceeding Expectations' for both rows. The 'Rating Description' column shows 'Performance consistently exceeds the communicated expectations.' for both rows. Below the table, there are three buttons: 'Submit', 'Send Back', and 'Save for Later'. The 'Save for Later' button is highlighted with a red box and a red arrow pointing to it. Below the 'Job Responsibilities' section, there is a section for 'Midpoint Overall Rating' and a section for 'Midpoint Overall Evaluation and Rating for Non-primary Job'. The 'Midpoint Overall Rating' section shows a 'Rating' of 'Meeting Expectations' and a 'Rating Description' of 'Performance consistently meets the communicated expectations.' The 'Midpoint Overall Evaluation and Rating for Non-primary Job' section is currently empty. At the bottom of the page, there are three buttons: 'Submit', 'Send Back', and 'Save for Later'. The 'Submit' button is highlighted with a red box.

Midpoint Performance Review in Workday

Team Member Views Midpoint Review in Workday prior to Conversation

- Team member can view Midpoint Performance Review prior to conversation with supervisor
- Team member reviews by going to Profile > Performance > View
- Team member has conversation with supervisor

The screenshot displays the Workday interface for a team member's profile. On the left sidebar, the 'Performance' link is highlighted with a red arrow. The main content area shows the 'Performance Reviews' section with tabs for 'Performance Reviews', 'Goals', 'Feedback Requested', and 'View Feedback Received'. Under the 'Performance Reviews' tab, there are two sections: 'In Progress' and 'Completed'. The 'In Progress' section contains a table with one item, 'Midpoint Evaluation Staff - 2026: Paula Gates'. A red arrow points to the 'View Review' button in this row. The 'Completed' section contains a table with one item, 'Annual Evaluation Staff - 2025: Paula Gates', which also has a 'View Review' button.

Review	Review Period Start Date	Review Period End Date	Status	Awaiting	View Review	Create Review PDF
Midpoint Evaluation Staff - 2026: Paula Gates	12/31/2025	12/31/2025	Complete Manager Evaluation for Performance Review	Ann Bradshaw	View	Create New PDF

Review	Review Period Start Date	Review Period End Date	Manager Rating	View Review	Create Review PDF
Annual Evaluation Staff - 2025: Paula Gates	06/30/2025	06/30/2025	Meeting Expectations	View	Create New PDF

Manager Submits Midpoint Review in Workday

Manager Submits

- After manager and team member conversation, manager selects “To Do” reminder in task list
- Note: this is just a reminder to schedule the meeting with team member (which has already happened outside of Workday) regarding the midpoint evaluation
- Manager clicks on “Submit”

The top screenshot shows the 'All Items' list with a search bar and a task titled 'Schedule Review Discussion: Manager Evaluation: Midpoint Evaluation Staff - 2026'. The task is marked as 'To Do' and has a due date of 01/07/2026. The task details panel on the right shows the 'Success! Event submitted' message and the 'To Do' status. The instructions section states: 'Schedule a time to discuss this review with the employee. Meet with the employee and discuss this performance evaluation. After your discussion with the employee, click **Submit** on this task. When you click Submit, the performance review will be sent to the employee for acknowledgement. You must click **Submit** on this To Do in order for the process to move forward and the task to disappear from My Tasks.' The bottom screenshot shows the 'All Items' list with the same task now marked as 'Complete'. The task details panel on the right shows the 'Complete To Do' status and the same instructions. The 'Submit' button is now disabled, and the 'Save for Later' and 'Close' buttons are visible.

Midpoint Performance Review in Workday

Team Member Receives Task to Review and Acknowledge

- Team member opens assigned task "Performance Evaluation Employee Acknowledgement: <Your Name>"
- Team member reviews and verifies all information, but is not able to make changes at this point
- Team member acknowledges receipt of the performance evaluation and selects "I acknowledge I have received this performance evaluation information"
- Team member submits

The screenshot displays the 'Provide Employee Review Comments' task in Workday. The top section shows the task title and a search bar. Below this, the 'Performance Evaluation Employee Acknowledgement' section is visible, including the 'Effective' date (12/31/2025) and a 'Get Started' button. The 'Review all content of this evaluation' section contains instructions and a list of bullet points: 'Acknowledgement indicates receipt of information.', 'Acknowledgement does not infer agreement with the overall rating.', and 'Questions regarding performance evaluations should be discussed with your Human Resources team.' The 'Acknowledgement' section shows the 'Employee' status as 'Search' and the 'Comment' as 'I acknowledge I have received this performance evaluation information.' The 'Process History' section is also visible at the bottom.

All Items 13 items

Search: All Items

[Advanced Search](#)

Performance Evaluation Employee Acknowledgement: [Redacted] 01/07/2026 ☆

Effective: 12/31/2025

Updated: 01/07/2026

Provide Employee Review Comments Manager Evaluation: Midpoint Evaluation Staff - 2026: [Redacted]

Evaluated By [Redacted] Review Period 12/31/2025 - 12/31/2025

Review all content of this evaluation.
Acknowledgement is required to complete the evaluation.

- Acknowledgement indicates receipt of information.
- Acknowledgement does not infer agreement with the overall rating.
- Questions regarding performance evaluations should be discussed with your Human Resources team.

[Get Started](#)

Provide Employee Review Comments

Manager Evaluation: Midpoint Evaluation Staff - 2026: [Redacted]

(Actions)

12/31/2025 - 12/31/2025

Evaluated By: [Redacted]

[Summary](#)

[Acknowledgement](#)

Acknowledgement

Employee

Status * Search

Comment ☐ I acknowledge I have received this performance evaluation information.

Process History

Midpoint Performance Review in Workday

Manager Completes Evaluation After Employee Acknowledgment

- Manager receives task "Performance Evaluation Manager Acknowledgment: <Employee Name>"
- Manager selects "Get Started" and reviews all information from the evaluation and selects "Next"
- "Midpoint Overall Evaluation & Rating for **Non-primary Job**" may appear, click Next
- Manager completes the Manager Acknowledgement Statement (required)
- Manager submits and receives notification "Success! Event submitted."

Provide Manager Review Comments

Manager Evaluation: Midpoint Evaluation Staff - 2026

12/31/2025 - 12/31/2025

Evaluated By: [Redacted]

Summary

Acknowledgement

Manager

Status *

Comment

Process History

Submit Save for Later

Success! Event submitted Manager Evaluation: Midpoint Evaluation Staff - 2026

Process Successfully Completed

Details and Process

For [Redacted]

Overall Process Midpoint Evaluation Staff - 2026

Overall Status Successfully Completed

Details Process

View Details

Done

All Items 11 items

Search: All Items

Advanced Search

Performance Evaluation Manager Acknowledgment: [Redacted] 01/07/2026

Effective: 12/31/2025

Review & Update Student Hourly Additional Job Document: [Redacted] 01/07/2026

Provide Manager Review Comments

Manager Evaluation: Midpoint Evaluation Staff - 2026

Evaluated By [Redacted] Review Period 12/31/2025 - 12/31/2025

Review all content of this evaluation.

Acknowledgement is required to complete the evaluation.

- The acknowledgement statement indicates you have shared the information in this evaluation with the employee.

Get Started

Performance Review Cycle

- Documentation cycle:

Review Periods by Type	
Type of Review	Review Period
New Employee Goals and Expectations	First 30 days
Probation Midpoint	At end of first half of probation period
Probation Final Evaluation	At end of probation period
Annual	July 1 - June 30 (Completed July-September)
Midpoint	July 1 - December 31 (Completed January-March)

Performance Review Overview

- **Performance Review Dates**—important to ensure that data from one evaluation carries over into the following period
 - All Annual Evaluations are dated 6/30/20XX
 - All Midpoint Evaluations are dated 12/31/20XX
 - Probation Evaluations should be dated with either the Probation End Date or the Probation Midpoint Date
 - New Employee Goals and Expectations should be dated with the Position Hire Date

Resources

- Ann/Paula will be reaching out to each supervisor individually to offer support and assess any needs during this transition. Their goal is to ensure supervisors feel confident navigating the updated performance management process and to minimize disruptions for their teams.
- [Performance Guides for Employees](#)
- [Performance Guides for Managers and Supervisors](#)
- [Performance Ratings in Workday](#)
- [Manager Toolkit: Performance Management](#)