

Once you finish your self-evaluation, your manager will review your performance.

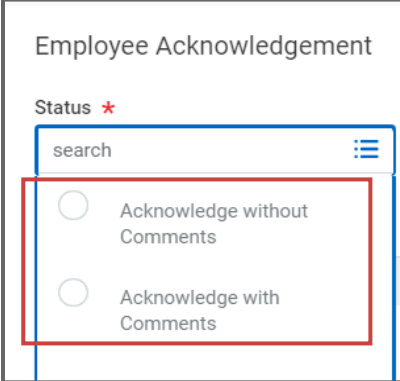
Once all ratings have been calibrated, the Agency Approver will release the review back to your manager. After you have met with your manager to discuss your review and rating for the year, your manager will send the review to you in Workday to acknowledge.

Complete Your Performance Review Acknowledgement

1. From the home page, click your **Inbox** icon
2. Click the **Manager Evaluation: Annual Review 2018** inbox item
3. Review your manager's comments and ratings for your **STARS** and **Performance** goals
4. Under **Acknowledgement**, click the **pencil icon**

5. In the **Status** field, select the appropriate answer

- a. **Acknowledge without Comments**
- b. **Acknowledge with Comments:** Enter your comments in the space provided



6. Click **Submit** when you are finished

Approval Process

