

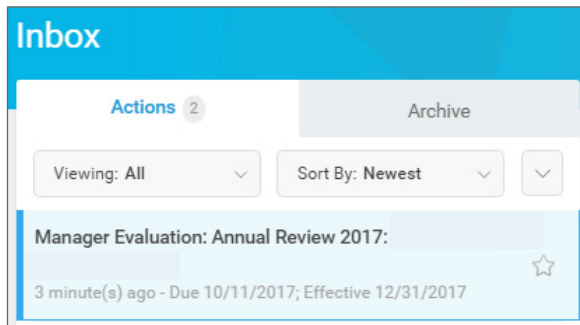
Context

Once you finish your self-evaluation, your manager will review your performance. After your manager’s review, the review is sent to your manager’s manager, then to the Agency Approver for calibration across the department/agency.

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.

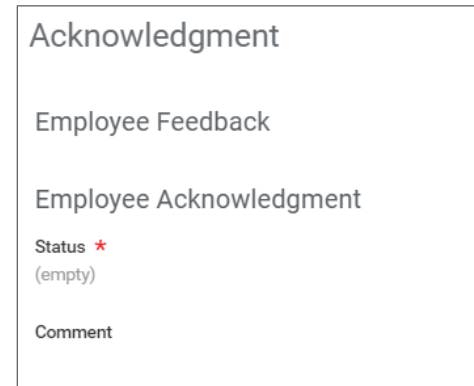
Employee Acknowledgement

1. Log in to Workday and open your inbox.
2. Click on the **Manager Evaluation: Annual Review 2017** inbox item.

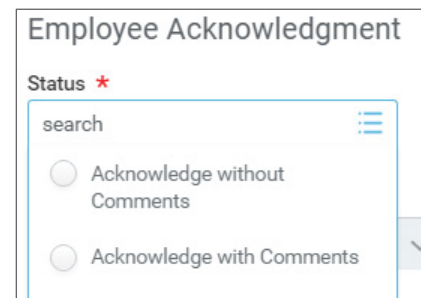


3. Scroll through the review and read your manager’s comments as well as ratings for your STARS and Performance goals.

4. Scroll back up to the top of the item to the Acknowledgement section.



5. Click the **pencil icon** to edit. In the Status field, select either **Acknowledge without Comments** or **Acknowledge with Comments**.



6. If you choose to acknowledge with comments, enter your comments in the space provided.
7. When finished, click **Submit** at the bottom of the screen.

