**Step 1:** Review and Select Competencies with Staff Member

**Step 2:** Start Performance Review

**Step 3:** Set Review Content (Identify SMART Goals)

**Step 4:** Set Review Content (Review Staff Member Goals)

**Step 5:** Start Performance Review (with the Option to Get Feedback)

**Step 6:** Complete Manager Evaluation for Performance Review

**Step 7:** Provide Employee Comments

**Step 8:** Provide Manager Comments and Submit

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**Purpose**

To skip the feedback step of the evaluation process if a) you obtained documentation to serve as feedback outside of Workday, b) initiated feedback prior to the start of the evaluation process, and/or 3) clicked “Done” at the end of **Step 4: Set Review Content (Review Staff Member Goals)**.

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**Recall Step 4 – Click “Get Feedback” or Click “Done”**

If you clicked “Done” at the end of Step 4, the evaluation instrument automatically routed to the feedback step. However, if you do not wish to access the feedback step at this time, it can be skipped by doing the following:

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**Options**

- Click "Skip"
- Click "Get Feedback"
- Click "Done"
Skip Step 5: Start Performance Review (with the Option to Get Feedback)

Skip Feedback Using Team Performance Icon

From the home page, click “Team Performance” in your worklets.

Then click “My Team’s Performance Reviews.”

Notice the current step – Get Feedback from Review – Manager. For that staff member Click “Annual Performance Evaluation 2019: Staff Member.”
Skip Step 5: Start Performance Review (with the Option to Get Feedback)

Skipping Feedback, Continued

Click “Skip.”

On the next screen, click “OK.” You can then click “Open” to start Step 6: Complete Manager Evaluation” or you can click “Done.”

What Next?

The next step, Step 6: Complete Manager Evaluation for Performance Review, will be completed by you, the supervisor.

Questions?

If you have any questions, please send an e-mail to:

humanresources@furman.edu.