



**Purpose:** This worksheet allows the supervisor/staff member to draft an assessment of the competency by providing an appropriate rating and comments for the associated behaviors of the competency in advance of completing the evaluation in Workday.

**Instructions:** Using the dropdown menu, select one of the following ratings for each behavior: Needs Improvement, Accomplished Performance, and Exemplary Performance. Also, record comments about why that rating was selected, specifying why that rating was selected for the behavior, particularly if Needs Improvement or Exemplary Performance is selected.


**Next Steps:** Click the box here ⇒ ■ to make certain all selections are included. Then, click the “Suggested Rating” button below to see the suggested rating based on responses. Behavior ratings may be changed, then repeat the previously mentioned steps to view the most recent suggested rating. With the dropdown menu below, enter the rating that in your opinion best describes the staff member’s performance for this competency. Click “Ctrl +S” to save the document. When ready to complete the evaluation in Workday, comments may be copied and pasted into the evaluation document in Workday by supervisors.