

# Team Performance Hub for Leaders

10 Steps [View most recent version](#) 

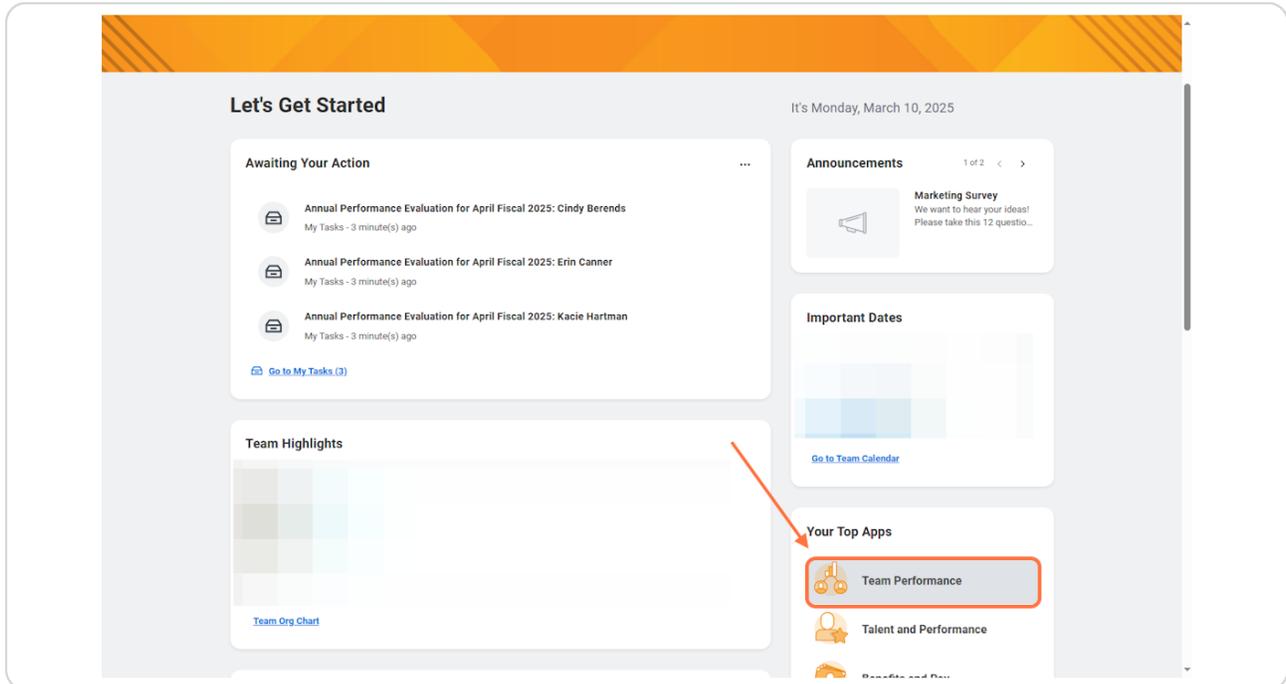
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Created by	Creation Date	Last Updated
Alex Drabik	Mar 10, 2025	Mar 10, 2025

## STEP 1

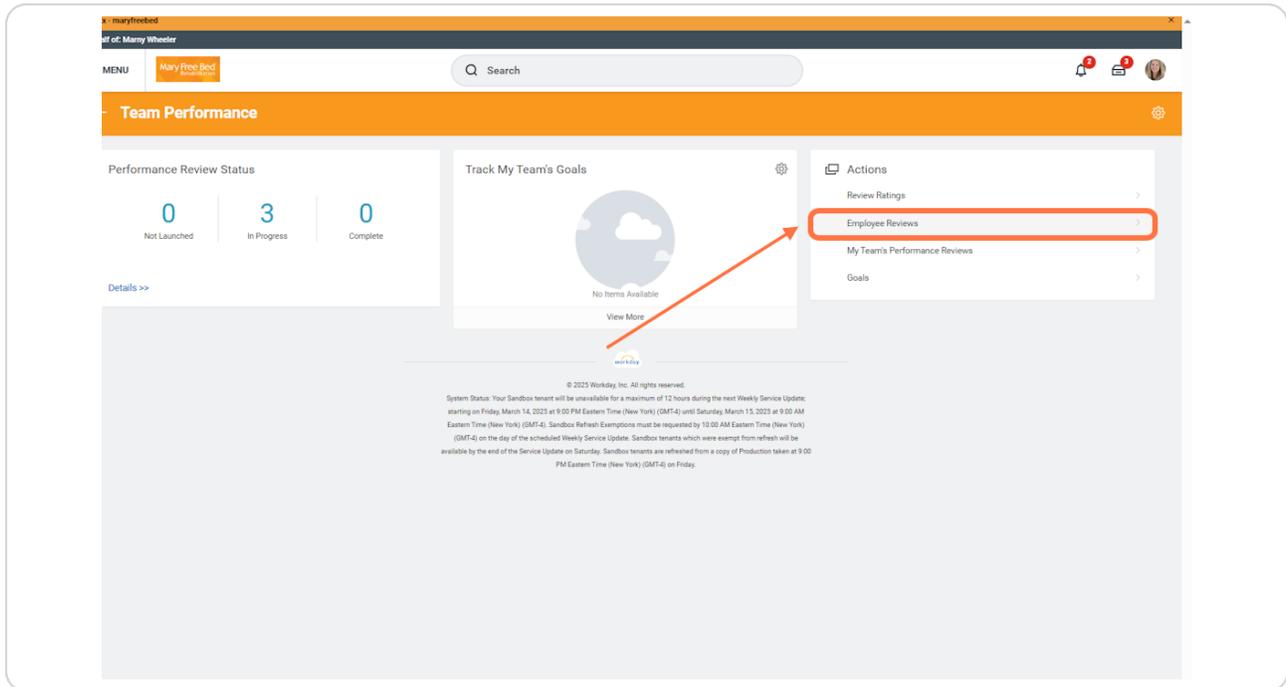
### Click on Team Performance in 'Your Top Apps' or by searching from the menu bar to add.

Adding an App: select menu in the top left-hand corner of your home screen of Workday. At the bottom of the pop up that appears, select 'Add Apps' button, in the search bar type in "Team Performance" and select the plus button. When you go back to menu, it should appear at the top of the list of apps shown.



## STEP 2

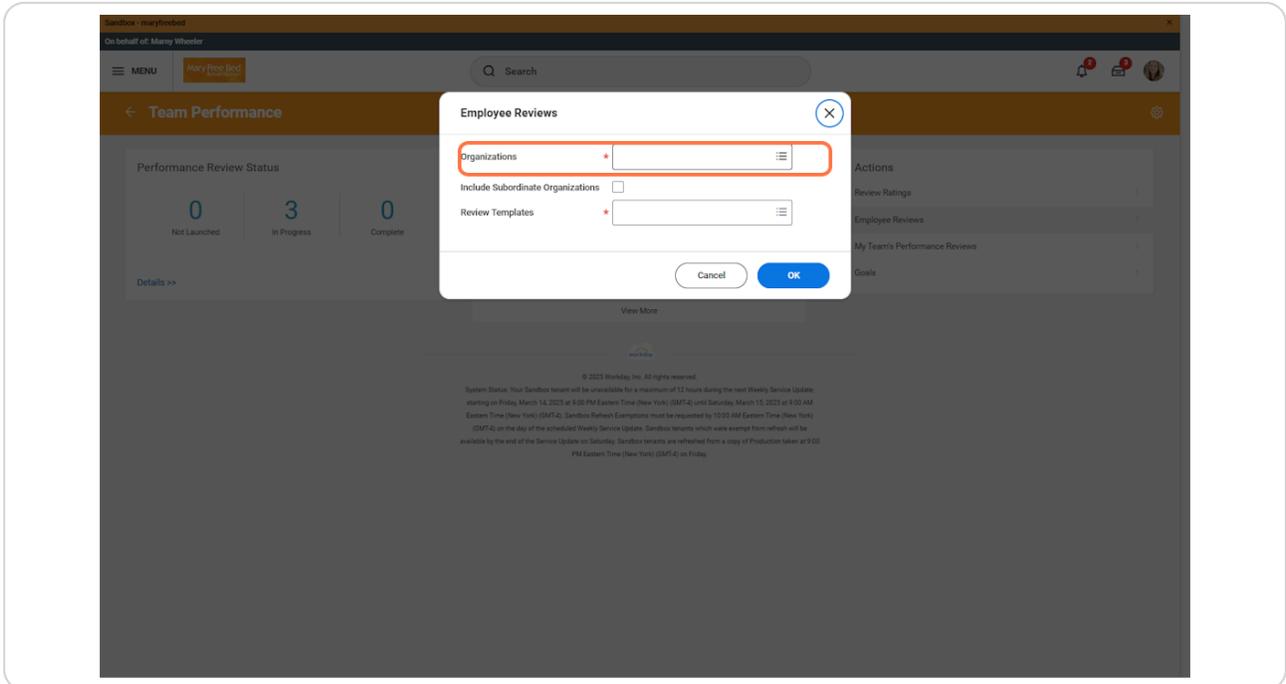
**Click on 'Employee Reviews' under the Actions menu on the far-right hand side of the screen.**



### STEP 3

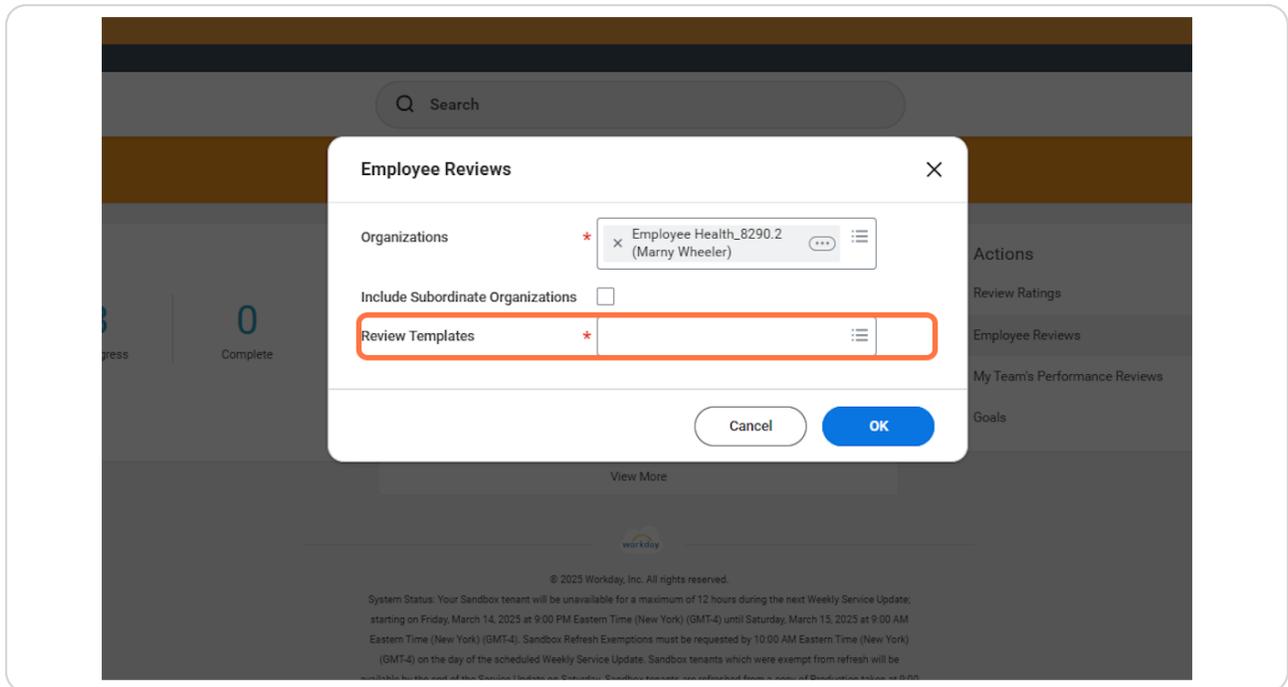
**Click on Organizations and type in your name, or the name of the leader you are writing employee reviews for.**

Note: Some leaders will have multiple departments that they oversee, ensure you're selecting them all, or the correct department code associated with their name.



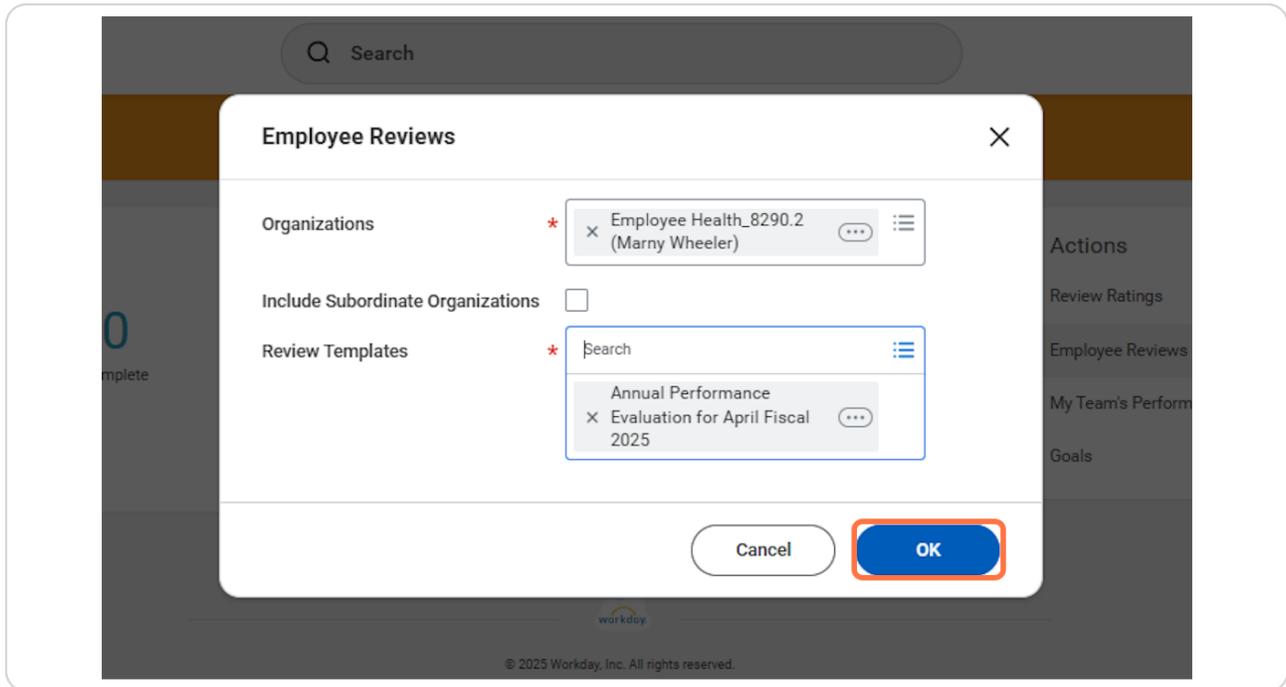
## STEP 4

Click on Review Templates and type in the fiscal year you are writing employee reviews for (i.e. April, July or January) and the corresponding review should populate.



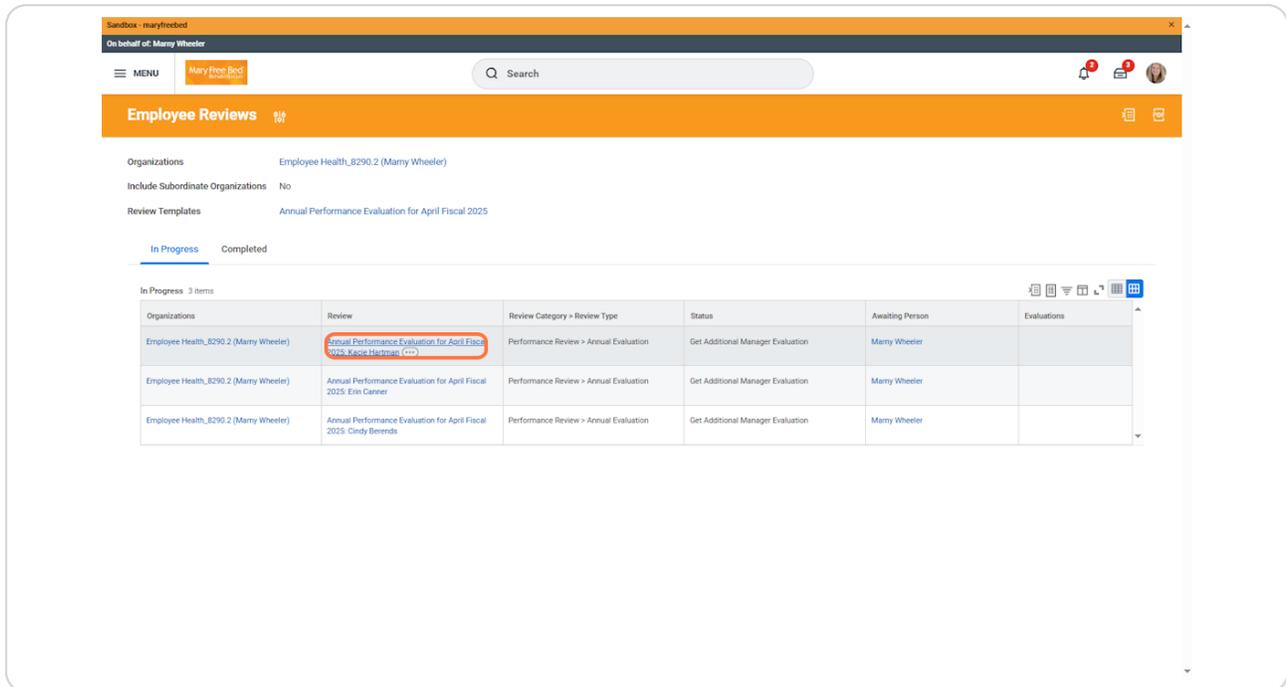
## STEP 5

Once your screen is populated like the below screenshot, click on OK to pull the appropriate reviews.



## STEP 6

**View list of all the employees under that leader and note the status of each. To view each, click on 'Annual Performance Evaluation for April Fiscal 2025: EMPLOYEE NAME' to open next steps.**



The screenshot displays the 'Employee Reviews' page in a web application. The page header includes the user's name 'Mary Wheeler' and a search bar. The main content area shows the 'Employee Health\_8290.2 (Marry Wheeler)' organization. Below this, there are filters for 'Include Subordinate Organizations' (set to 'No') and 'Review Templates' (set to 'Annual Performance Evaluation for April Fiscal 2025'). A tabbed interface shows 'In Progress' as the active tab, with 'Completed' also visible. A table titled 'In Progress 3 Items' lists three reviews. The first row is highlighted, and the link 'Annual Performance Evaluation for April Fiscal 2025: Kacie Hadravaj' is circled in red. The table columns are: Organizations, Review, Review Category > Review Type, Status, Awaiting Person, and Evaluations.

Organizations	Review	Review Category > Review Type	Status	Awaiting Person	Evaluations
Employee Health_8290.2 (Marry Wheeler)	<a href="#">Annual Performance Evaluation for April Fiscal 2025: Kacie Hadravaj</a> (←)	Performance Review > Annual Evaluation	Get Additional Manager Evaluation	Marry Wheeler	
Employee Health_8290.2 (Marry Wheeler)	Annual Performance Evaluation for April Fiscal 2025: Erin Garner	Performance Review > Annual Evaluation	Get Additional Manager Evaluation	Marry Wheeler	
Employee Health_8290.2 (Marry Wheeler)	Annual Performance Evaluation for April Fiscal 2025: Cindy Berends	Performance Review > Annual Evaluation	Get Additional Manager Evaluation	Marry Wheeler	

## STEP 7

**Viewing the event, you will see two buttons at this stage: 'Skip' will appear when you are in the Get Additional Manager Evaluation and will need to be selected first to open the direct manager's review.**

SKIP: when you want to skip the alternate contributor evaluation and just go to the direct manager's review.

OPEN: to add an alternate contributor to the evaluation and submit OR (once the skip task is completed) to start the direct manager's review.

The screenshot shows a web application interface for an event titled "Annual Performance Evaluation for April Fiscal 2025: Kacie Hartman". The interface includes a header with "View Event" and "Annual Performance Evaluation for April Fiscal 2025: Kacie Hartman". Below the header, there are tabs for "My Actions" and "Process". A table titled "My Actions: 1 item" is displayed, with columns for "Awaiting Me", "Due Date", "Business Process", "Subject", and "Skip". The "Open" button in the "Awaiting Me" column and the "Skip" button in the "Skip" column are highlighted with red circles and arrows.

Awaiting Me	Due Date	Business Process	Subject	Skip
Open		Annual Performance Evaluation for April Fiscal 2025: Kacie Hartman	Kacie Hartman	Skip

## STEP 8

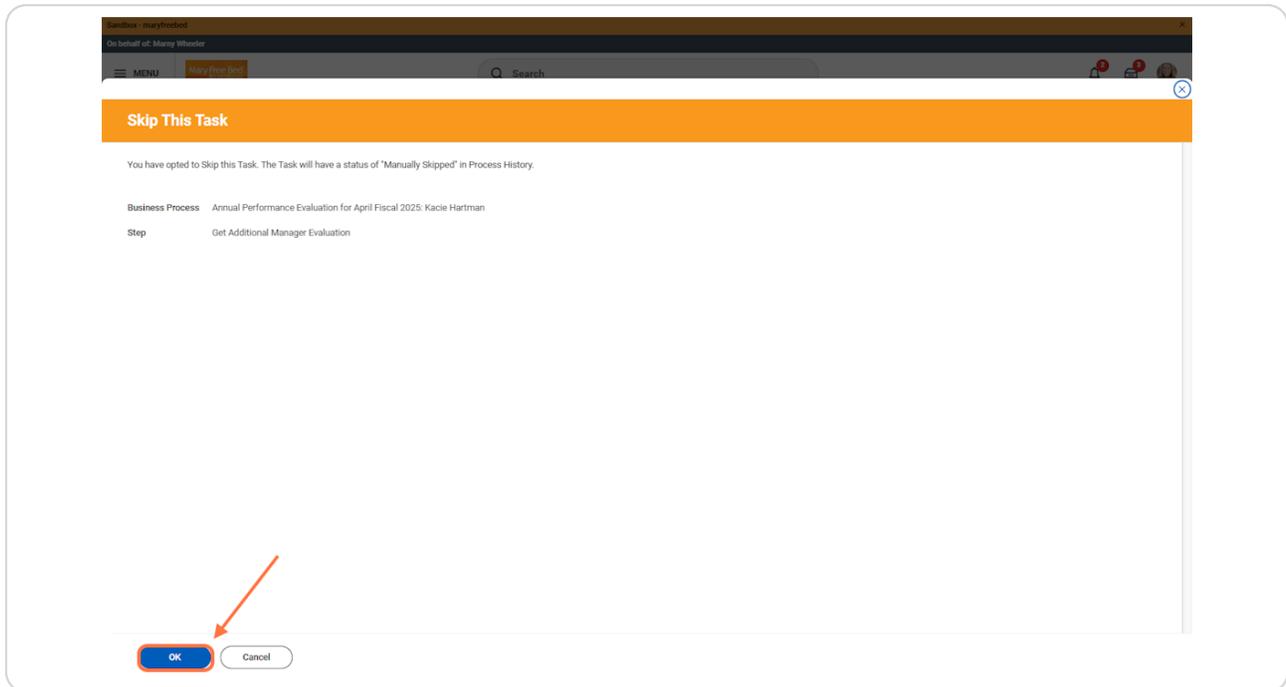
**SKIPPING ALTERNATE CONTRIBUTOR REVIEW: Click on Skip on the right-hand side.**

The screenshot shows a web application interface. At the top, there is a navigation bar with a 'MENU' icon, a search bar, and user profile information. Below this is a header for the current event: 'View Event Annual Performance Evaluation for April Fiscal 2025: Kacie Hartman'. The main content area displays event details: 'For Kacie Hartman', 'Overall Process Annual Performance Evaluation for April Fiscal 2025: Kacie Hartman', and 'Overall Status In Progress'. There are two tabs: 'My Actions' (selected) and 'Process'. Under 'My Actions', there is a table with one item. The table has columns for 'Awaiting Me', 'Due Date', 'Business Process', 'Subject', and 'Skip'. The 'Awaiting Me' column contains an 'Open' button. The 'Skip' column contains a 'Skip' button, which is highlighted with a red circle and a red arrow pointing to it from the right.

Awaiting Me	Due Date	Business Process	Subject	Skip
<a href="#">Open</a>		Annual Performance Evaluation for April Fiscal 2025: Kacie Hartman	Kacie Hartman	<a href="#">Skip</a>

## STEP 9

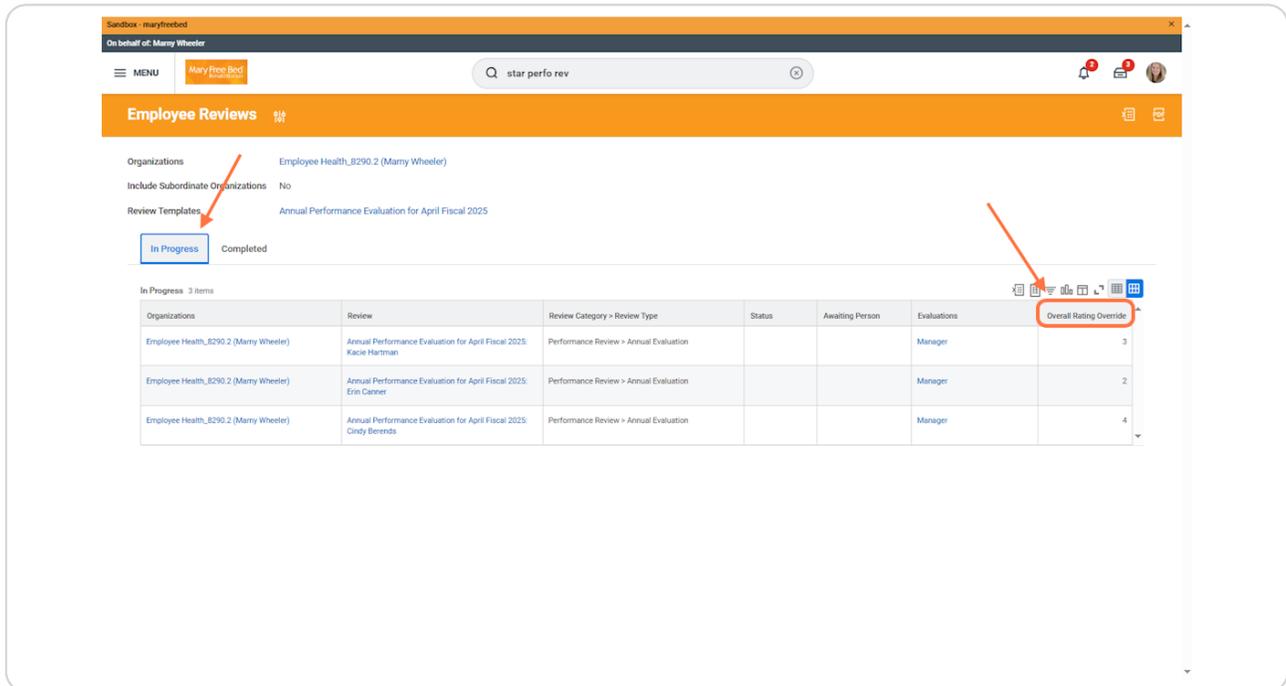
**SKIPPING ALTERNATE CONTRIBUTOR REVIEW:** Once you've confirmed you'd like to skip adding an alternate contributor to this employee's review, click on OK to submit.



## STEP 10

**Once you've completed reviews, you'll see the Overall Rating Override score start appearing in the highlighted column below.**

Note: since these reviews are still in the process until the employee signs off, the "completed" tab is going to appear empty. You can track who you've done reviews on by seeing the scores populate in the highlighted column below.



The screenshot shows the 'Employee Reviews' interface. At the top, there's a navigation bar with 'MENU', 'Mary Free Bed FOUNDATION', and a search bar containing 'star perfo rev'. Below this, the 'Employee Reviews' section is displayed. It includes filters for 'Organizations' (Employee Health\_8290.2 (Marry Wheeler)), 'Include Subordinate Organizations' (No), and 'Review Templates' (Annual Performance Evaluation for April Fiscal 2025). There are two tabs: 'In Progress' (selected) and 'Completed'. Below the tabs, a table shows 'In Progress' items. The table has columns for 'Organizations', 'Review', 'Review Category > Review Type', 'Status', 'Awaiting Person', 'Evaluations', and 'Overall Rating Override'. The 'Overall Rating Override' column is highlighted with a red circle. A red arrow points to the 'Overall Rating Override' column header, and another red arrow points to the 'In Progress' tab.

Organizations	Review	Review Category > Review Type	Status	Awaiting Person	Evaluations	Overall Rating Override
Employee Health_8290.2 (Marry Wheeler)	Annual Performance Evaluation for April Fiscal 2025 Kacie Hartman	Performance Review > Annual Evaluation			Manager	3
Employee Health_8290.2 (Marry Wheeler)	Annual Performance Evaluation for April Fiscal 2025 Eve Carter	Performance Review > Annual Evaluation			Manager	2
Employee Health_8290.2 (Marry Wheeler)	Annual Performance Evaluation for April Fiscal 2025 Cindy Berends	Performance Review > Annual Evaluation			Manager	4