






Completing Your Annual Review in Workday

The link to access your 2025–2026 annual review is available in Workday under the **Awaiting Your Action** section or you can access it by clicking the **Inbox** icon in the upper-right corner of your Workday home page.

Awaiting Your Action



Self Evaluation: Staff - Annual Review 2025/2026: Ellie Employee
 My Tasks - 4 minute(s) ago
DUE 05/31/2026

After reviewing all information on the landing page, select the **Get Started** button at the bottom of the page.

*****Caution:** Workday autosaves your progress, but if you step away from your computer, please select **Save** first to prevent losing your work due to an inactivity timeout.***

Section #1: Instructions & Past Year Accomplishments

In this section, you will review the instructions and reflect on your accomplishments over the past year.

Instructions & Past Year Accomplishments

Staff Member - No later than June 22, 2026:
 Unless your manager provides you with a different timeline, please complete your portion of the annual review and click Submit once complete.

Manager:
 Please review your team member’s input. If information is missing or incomplete, do not begin your portion of the annual review. Instead, go to the end of the annual review and click on the “Send Back” button. Be sure to add comments for the reason you are sending it back to the employee. They will receive a task in their Workday In Box to return to their annual review and make any necessary edits. Once the employee submits the annual review a second time, it will route back to the manager to review the colleague’s annual review, add their feedback, and send the annual review back to their team member for final review.

Employee & Manager – No later than August 21, 2026:
 Manager and Employee meet to discuss accomplishments and the year to come. The Employee will then complete the Final Acknowledgement in Workday, followed by the Manager’s Final Acknowledgement. The completed annual review will then route to Human Resources.



1. You will see the **Instructions & Past Year Accomplishments** screen. Please review all of the instructions and pay particular attention to the deadlines listed.

Employee & Manager – No later than August 21, 2026:
 Manager and Employee meet to discuss accomplishments and the year to come. The Employee will then complete the Final Acknowledgement in Workday, followed by the Manager's Final Acknowledgement. The completed annual review will then route to Human Resources.

To prepare your end-of-year annual review, consider your position responsibilities, any goals/expectations established from the prior year (if applicable), and Bryn Mawr competencies (the knowledge, skills, behaviors, and abilities that support strong job performance):

- **Accountability:** Demonstrates a strong sense of ownership and responsibility in all aspects of their work. Consistently completes projects efficiently while upholding high standards of service and care. Thoughtfully prioritizes tasks to meet deadlines, offering thoughtful solutions to support continuity and minimize disruption.
- **Adaptability:** Approaches change with a calm, flexible mindset, adjusting priorities and strategies as new information or challenges arise. Embraces opportunities to learn and grow, readily adopting and incorporating feedback with openness. Maintains resilience and a positive outlook when navigating change and periods of transition.
- **Collaboration & Teamwork:** Contributes to a supportive and collegial environment by valuing diverse perspectives and sharing knowledge generously. Engages others with respect and empathy, working constructively through differences and adapting to evolving team needs. Recognizes and celebrates colleague contributions and accomplishments.
- **Effective Communication:** Communicates with clarity, professionalism, and intention, tailoring messages to effectively engage stakeholders. Practices active listening to foster mutual understanding and trust. Shares information in a timely and transparent manner, encouraging open dialogue.
- **Inclusive & Respectful Environment:** Cultivates a welcoming and inclusive campus culture by demonstrating respect for all individuals and perspectives. Seeks out and values input from diverse backgrounds to enhance decision-making and outcomes. Uses inclusive language and contributes to creating a safe, supportive environment where all members of the community can thrive.
- **Leadership (If applicable):** Inspires and guides others toward shared goals with integrity, empathy, and clarity of purpose. Invests in the growth and development of colleagues through advocacy, meaningful coaching, effective delegation, and constructive feedback. Builds trust through transparency and sound decision-making, balancing departmental priorities with a broader commitment to continuous improvement and institutional excellence.

Once you have reviewed the instructions and competencies above, please use the **Add** button to share three key accomplishments from the past year.

2. Once you have reviewed the instructions and competencies, use the **Add** button to share **three key accomplishments** from the past year.
3. In the **Accomplishment** box, enter a short summary of your achievement (e.g., *Created 5 new SOP guides*).
4. In the **Comment** box, expand on how you did it. Highlight your specific contributions, hurdles you overcame, and the final impact or metrics. You can expand the text box by clicking the **Maximize** button or dragging from the **bottom right** corner.



5. After you have entered three accomplishments, select **Next** to move to Section #2.

The screenshot shows a form with two main sections: 'Accomplishment' and 'Employee'. Both sections have a 'Normal' dropdown menu and a rich text editor with icons for bold, italic, underline, text color, bulleted list, link, and email. The 'Accomplishment' section contains the text 'ACCOMPLISHMENT *3'. The 'Employee' section contains the text 'EXPAND ON ACCOMPLISHMENT'. Below these sections are 'Remove' and 'Add' buttons. At the bottom, there are 'Back', 'Next', 'Save', and a three-dot menu button. The 'Next' button is circled in blue. A text box at the bottom of the screenshot reads: 'Sample Screenshot. Please review actual content in Workday.' A small lamp icon is in the bottom right corner.

Section #2: Future Goals

This section focuses on goals for the next fiscal year (June 2026 – May 2027).

1. Review the **SMART framework** and enter **three** performance goals and **one** professional development goal.
2. Select **Add** to begin and continue adding goals by selecting **Add** for each entry. You will need to select **Add four** times.

The screenshot shows the 'Future Goals' section. It includes a blue instruction: 'Please list three performance goals and one professional development goal for the coming year. Use the Add button to get started.' Below this is a paragraph explaining the SMART framework: 'When setting your goals for the year to come, use the SMART framework to make them clear and achievable. SMART goals are:'. A bulleted list defines the SMART framework: Specific, Measurable, Achievable, Relevant, and Time-bound. At the bottom left, a '+ Add' button is circled in blue. A blue arrow points from a text box on the right to this button. The text box contains the text: 'You will hit Add four times'.



3. Fill in the information below for each goal:

- **Goal Box:** add a title for the goal.
- **Description Box:** add more description/detail on how you will accomplish this goal.
- **Due Date:** add, if appropriate.
- **Category:** select **Performance Goal** or **Professional Goal**.
- **Status:** select **Not Started** or **In Progress**.

4. Once you have entered all goals (a total of **FOUR** goals), select **Next** to proceed.

Goal * Normal Type in a title for the goal

Description Normal Add more detail/description

Due Date MM / DD / YYYY Add a due date, if appropriate

Category Performance Goal Choose Performance Goal or Professional Goal

Status Not Started Complete, as appropriate

Sample Screenshot. Please review actual content in Workday.

Back **Next** Save Close



Section 3: Leadership (Managers Only)

This section **ONLY** applies to managers with direct reports. If you do not have direct reports, please skip this section. If you do have direct reports, this section is **required**. Select **Next** when finished.

Leadership (Managers Only)

Please complete this section only if you have supervisory responsibilities.

Question How have you demonstrated leadership by guiding colleagues towards shared goals this review period? In what ways have you delegated responsibility, fostered collaboration, and supported the growth and development of your team?

Employee

Answer Normal B I U A : : ✎ ✉ ↶

Back **Next** Save ⋮

Sample Screenshot. Please review actual content in Workday.

Section 4: Additional Comments/Areas of Development

This section is optional. Please use this section to add any additional comments or areas for development, if desired. Your manager will have access to this optional section as well. Select **Next** when finished.

Additional Comments/Areas for Development (optional)

Question If desired, please use this section to share any additional comments and/or areas for development.

Employee

Answer Normal B I U A : : ✎ ✉ ↶

Back **Next** Save ⋮

Sample Screenshot. Please review actual content in Workday.



Section 5: Overall Results

This section asks you to assess your overall performance over the past year. On the drop-down screen you will see a description for each option. Select **Next** once you have made a selection.

Overall Rating

Employee

Rating: Fully Meets Expectations ← Review the ratings here.

Rating Description: Performance reliably fulfills the core responsibilities and standards of the position. Colleagues demonstrates competence, professionalism, and accountability in completing assigned duties and meeting deadlines. Work is accurate and dependable, and the employee collaborates effectively with colleagues while supporting departmental and institutional goals. This rating reflects solid, consistent performance that aligns with the expectations of the role.

Comment:

Buttons: Back, **Next**, Save, ...

Sample Screenshot.
Please review actual content in Workday.

Final Section: Review & Submit

You will be able to check all of your input on this summary page. Once you are satisfied with your responses, select **Submit** to route your review to your manager for their input. Your manager will then schedule a time to walk through the completed review with you before final acknowledgements.

<ul style="list-style-type: none"> ○ Instructions & Past Year Accomplishments ○ Future Goals ○ Leadership (Managers Only) ○ Additional Comments/Areas for De... ○ Overall Rating ● Review and Submit 	<p>On this page, you will have the opportunity to review all of your responses. If you wish to make any changes, simply click back into the prior section to edit content. Once you are finished, select “Submit” to send your annual review to your manager for review and input.</p> <p>Your manager will then add their input and schedule a time to discuss the completed review with you before final acknowledgment.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Sample Screenshot. Please review actual content in Workday.</p> </div>
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Complete Self Evaluation

Self Evaluation: Staff - Annual Review 2025/2026: Ellie Employee Actions | 06/01/2025 - 05/31/2026

Instructions & Past Year Accomplishments

Accomplishment Test #1

Employee

Comment

Accomplishment Test #2

Employee

Comment

Accomplishment Test #3

Employee

Success! Event submitted

Up Next: Manager Evaluation: Staff - Annual Review 2025/2026: Ellie Employee - Complete Manager Evaluation for...

[View Details](#)

When you see the Success notification the self-appraisal process is complete!

Next Steps

- Once you submit your review, your manager will then add their input and **schedule a time** to discuss the completed review with you.
- Following that discussion, you will complete the **Final Acknowledgement task** in Workday. At that time, you will have an opportunity to submit the review with or without additional comments.
- Your **manager** will then receive a final Workday task to acknowledge the review as well, which **completes** the process.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.