

2023-2024 Annual Performance Review Guide for Employees

Navigate to your Workday inbox.

Locate the “Performance Review – Employee Comments and Acknowledgement” task for your employee.

Click  to maximize the screen.



Provide Employee Review Comments



Manager Evaluation: Annual: Staff Performance Review 2023: TAMIU Employee 

Evaluated By TAMIU Employee

Review Period 09/01/2023 - 08/31/2024

Instructions: Before submitting the Employee Acknowledgement, please document the date/ time you met with your Manager to discuss your performance review in the comments section.

[Get Started](#)

You should have discussed your performance review with your supervisor prior to receiving this Workday task.

Click on “Get Started” to review all areas of the performance review.

Review the performance review. Be advised that TAMIU will not be using the “Review of Responsibilities” section of the evaluation.

Do not submit the task until you have met with your manager.

Click on “Next” to go to the employee acknowledgement page.

Employee Acknowledgement

Once you have reviewed the content of the evaluation, complete the acknowledgement.

Select from:

Option1: I have reviewed and discussed this performance evaluation with my Manager and I AGREE with the evaluation.

Option 2: I have reviewed and discussed this performance evaluation with my Manager and I DO NOT AGREE with the evaluation.

Instructions: Prior to submitting the Employee Acknowledgement, please document the following items in the comments section:

- Date/time when you met with your manager to discuss the performance review.

Acknowledgement

Employee Acknowledgement

Status *

Search

Comment

Format **B** **I** **U** **A** **☰** **🔗**

Enter the date and time you met with your manager and any relevant comments you would like to add.

Submit Save for Later Close

Click “Submit” to route the evaluation to your manager or “Save for Later” if you will be completing the performance review at a later time. Items “saved for later” will remain in your inbox until completed.