

FY 2024 - 2025 STAFF Performance Appraisals Manager Guide

Human Resources:
Talent and Learning
Employee Relations



**SOUTH TEXAS
COLLEGE**

FY 2024 - 2025 Performance Appraisals

- STC is transitioning STAFF paper performance appraisals to an electronic version through Workday for most staff employees
- The staff below will use the paper performance appraisal form
 - Administrators
 - Cosmetology staff
- Faculty performance appraisal process remains unchanged from previous years
 - [Faculty Evaluation Plan](#)

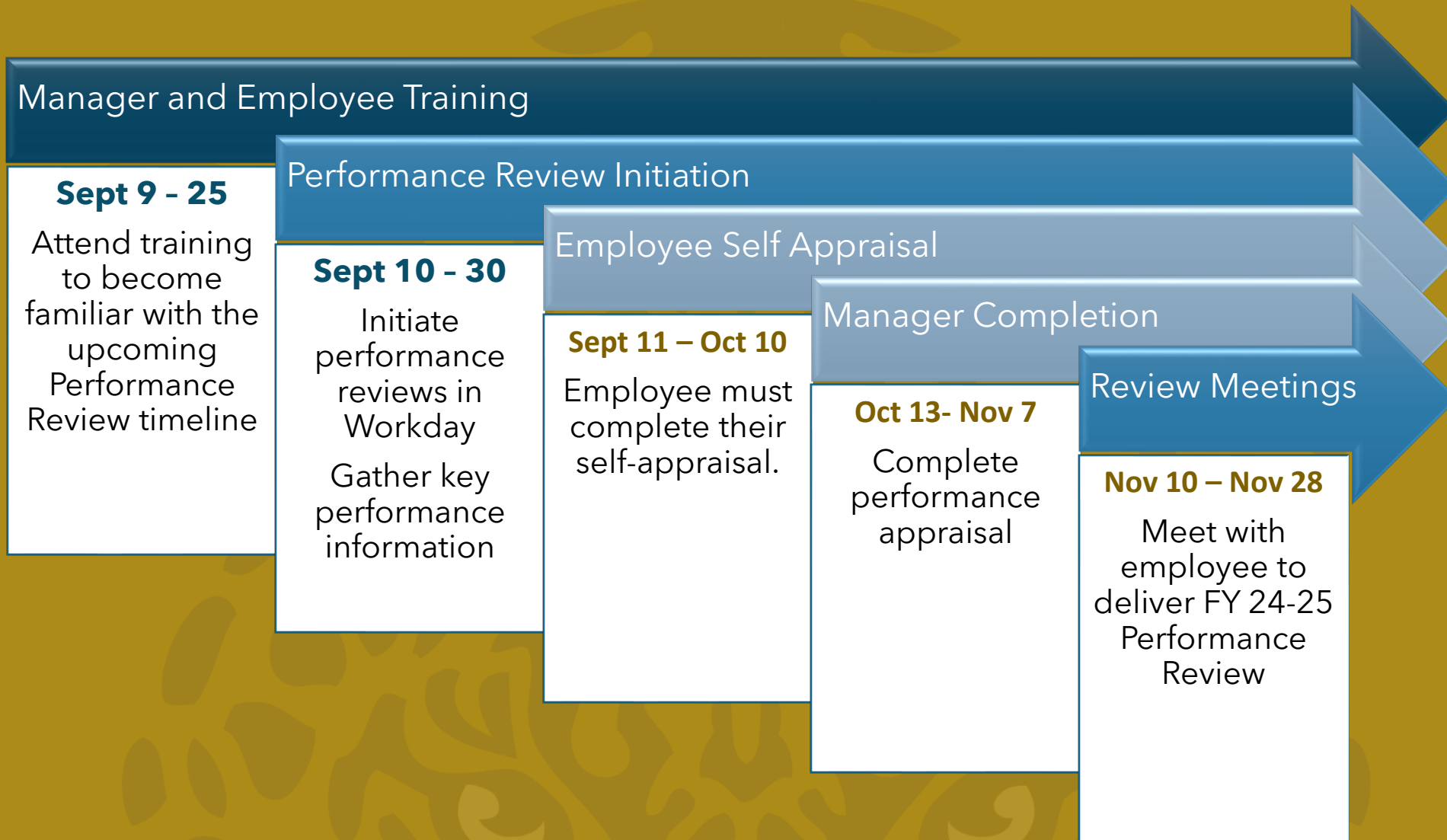
FY 2024 - 2025 Performance Appraisals: Electronic Version

- Accessible online by logging in to Workday
- Employee Self-Appraisal is optional
 - Employees will have the opportunity to rate them on each performance factor and make other comments
 - Supervisors may require direct reports to complete it
 - Great opportunity for employees to highlight their accomplishments and strengths

Advantages of Using Workday

- **Increased Efficiency & Time Savings**
 - Streamlines the entire appraisal process with automated workflows
 - Reduces manual data entry and paperwork, freeing up HR and manager time
- **Improved Accuracy & Consistency**
 - Standardized templates
 - Real-time validation ensures complete and accurate submissions
- **Enhanced Visibility & Transparency**
 - Leaders and HR can easily track progress, completion rates, and performance trends
 - Employees gain clearer insight into expectations and feedback
- **Centralized Data & Reporting**
 - All performance data is stored securely in one system, enabling robust analytics
 - Facilitates data-driven decisions for talent development and succession planning
- **Better Compliance & Documentation**
 - Ensures consistent documentation for legal and regulatory compliance
 - Audit trails provide accountability
- **Improved Employee Experience**
 - User-friendly interface accessible from any device
 - Promotes continuous feedback and development conversations
- **Integration with Other HR Processes**
 - Future seamlessly additions such as Goals and Feedback for continuous development
 - Supports holistic talent management strategies
- **Scalability & Flexibility**
 - Easily adapts to organizational changes, new performance models, or evolving goals
 - Supports remote and hybrid work environments

Timeline

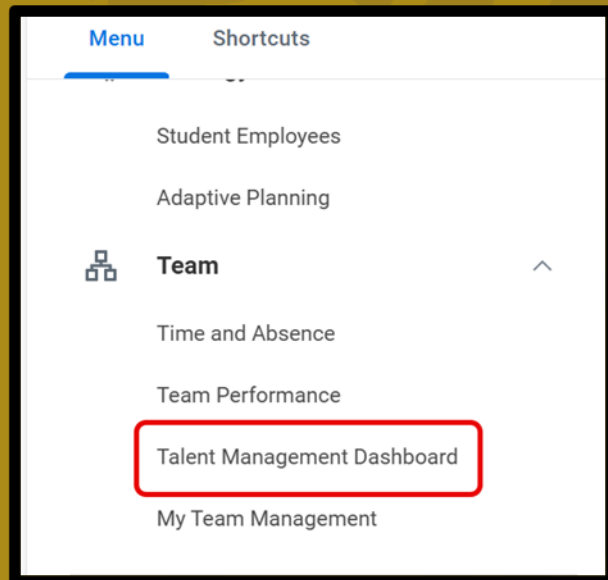


Manager Starts an Employee Performance Appraisal Review

1. From the homepage, click on the Menu

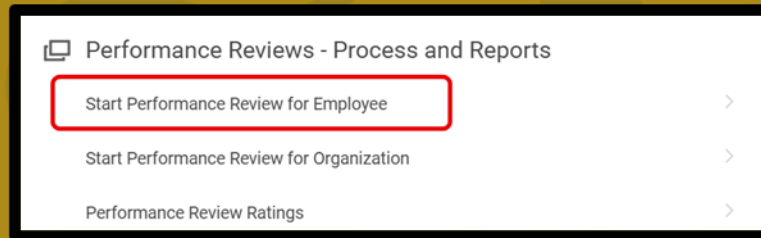


2. Select the Talent Management Dashboard

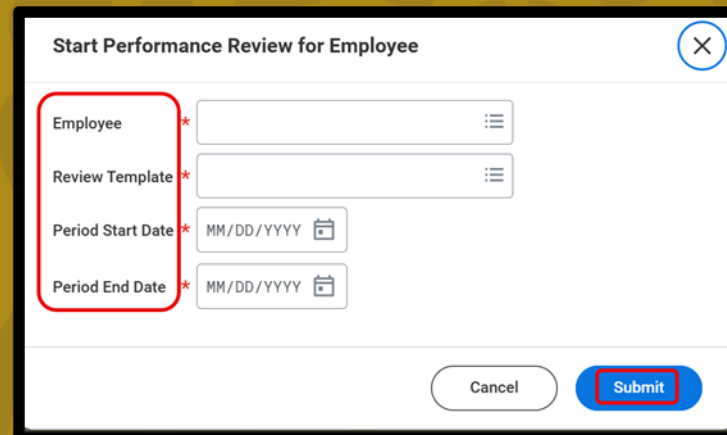


Manager Starts an Employee Performance Appraisal Review

3. Select Start Performance Review for Employee



4. Select Employee and Review Template. Period dates will auto-populate



A screenshot of a form titled "Start Performance Review for Employee". The form contains four input fields: "Employee", "Review Template", "Period Start Date", and "Period End Date". Each field is marked with a red asterisk. The first two fields are dropdown menus, and the last two are date pickers. A red rectangular box highlights the "Employee" and "Review Template" fields. At the bottom of the form, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red rectangular box.

Employee Completes Self-Appraisal

5. Employee will receive a task to complete Self-Appraisal
- Employee Self-Appraisal is Optional
 - Workday sets Due Date in a week from date task is assigned to employee

Complete Self Evaluation

Self Evaluation: 2024-2025
Annual Performance Review:
Magro, Cynthia J

Actions
09/01/2024 - 08/31/2025

Performance Factors

These are the competencies that will be evaluated by your supervisor. You will have the opportunity to submit overall comments. Later in the review cycle, you will have the opportunity to review and discuss the review with your supervisor before finalizing.


15 items

Competency	Description
Adaptability/Stress Tolerance	<ul style="list-style-type: none">Adjusts to changes in job assignments, methods, personnel or surroundingsMeets deadlines or handles unusual tasks

Next **Save** **...**

Manager Completes Employee Performance Appraisal

Awaiting Your Action



Manager Evaluation: 2024-2025 Annual Performance Review: [REDACTED]

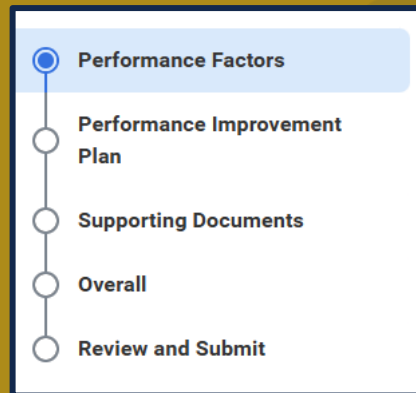
[REDACTED]

My Tasks - 50 second(s) ago

DUE 10/05/2025

[Go to My Tasks \(1\)](#)

Performance Factors Rating Required Fields



Performance Factors

Listed on the following pages are the goals, professional development items, and a number of performance competencies that are important in the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee's performance in each area.

To complete the Performance Review Form, select the level of achievement which most accurately describes the employee's performance on each factor.

Brighter Workday will automatically calculate the performance review rating once complete.

15 items

Competency	Description	Manager Evaluation
Knowledge	<ul style="list-style-type: none">Understands job procedures and equipment essential to jobStays up to date on job methods, skills, and techniquesUnderstands job functions within the organizational structure	<div>Selection</div> <div><input type="text" value="Search"/></div> <div><input type="radio"/> Consistently Exceeds Expectations</div> <div><input type="radio"/> Exceeds Expectations</div> <div><input type="radio"/> Meets Expectations</div> <div><input type="radio"/> Below Expectations</div> <div><input type="radio"/> Consistently Below Expectations</div> <div><input type="radio"/> N/A</div>
Quality	<ul style="list-style-type: none">Produces a final work product that is accurate and completeCorrects errors and recognizes inconsistencies in work assignedOrganizes work to make duties easier and the supervisor's job easierMaintains awareness of changes in technical areas and responds to those changesAchieves results consistent with job expectations and performance standards	
Quantity	<ul style="list-style-type: none">Provides acceptable amount of workAccomplishes volume of work efficiently and	<div>Selection</div>

Back Next Save ...

- Rate as applicable
- Last 4 competencies only apply to supervisory personnel
- Click Next

Performance Factors: Competencies

All Eligible Employees

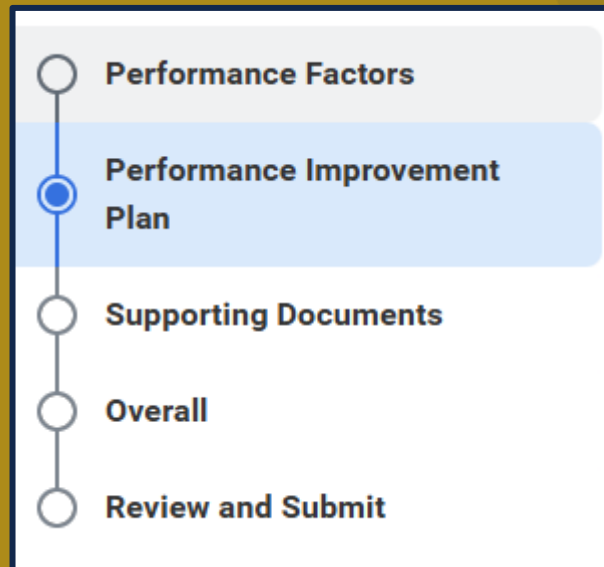
- Knowledge
- Quality
- Quantity
- Task & Project Management
- Dependability
- Adaptability/Stress Tolerance
- Initiative/Resourcefulness
- Judgement/Decision Making
- Relationships w/People & Communication
- Departmental/College Policies & Procedures
- Employee Development & Goal Setting

+ For Supervisory Personnel

- Leadership Ability
- Appraisal & Development of People
- Planning & Organization
- Communication Skills

NOTE: *"For Supervisory Personnel" competencies only apply to staff who supervise others.*

Performance Improvement Plan Required Fields



Performance Improvement Plan

Question Has an Employee Improvement Plan for the prior year been issued?

Manager

Selection * select one ▼

Comments

Format ▼ B I U A ▼ :≡≡ ≡ | ↶ ↷

Question Is an Employee Improvement Plan required for the upcoming fiscal year?

Manager

Selection * select one ▼

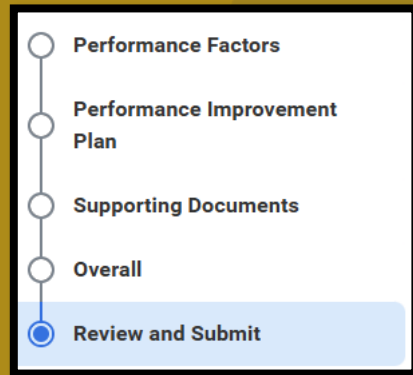
Comments

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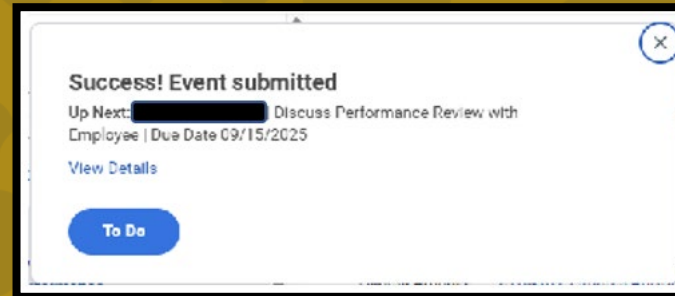
Supporting Documents - Examples

- Metrics
- Recognition awards, emails
- Verbal warnings communicated in writing / memorialized
- Certificates

Manager Review and Submit



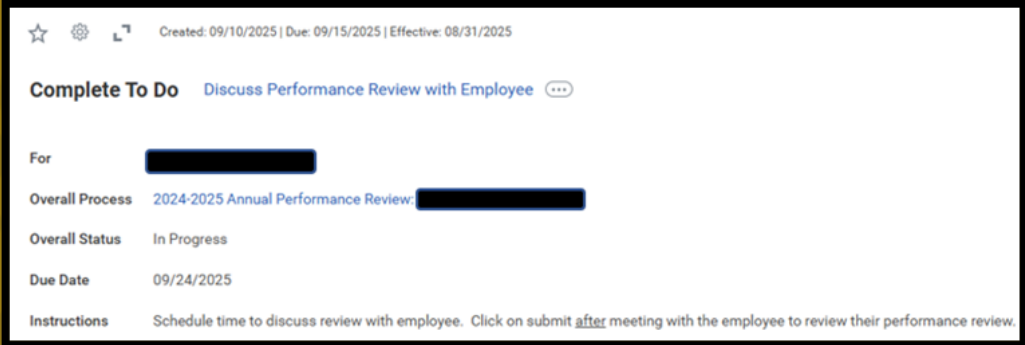
After Submitting



Manager Task

Discuss Performance Review with Employee

- Employee will see the completed performance appraisal and Manager's rating once the Manager submits this task
- **Consider Timing**
 - Pros and cons to sending appraisal to employee prior to discussing the content of appraisal with employee
 - Alternatives to submitting before meeting with employee
 - Provide employee a printed copy to reference during the meeting
 - Send to employee a few hours before meeting & inform them
 - Submit at the start of the meeting and employee can access in Workday during the discussion



The screenshot shows a Workday task card with the following details:

- Created:** 09/10/2025 | **Due:** 09/15/2025 | **Effective:** 08/31/2025
- Complete To Do:** Discuss Performance Review with Employee (with a three-dot menu icon)
- For:** [Redacted]
- Overall Process:** 2024-2025 Annual Performance Review: [Redacted]
- Overall Status:** In Progress
- Due Date:** 09/24/2025
- Instructions:** Schedule time to discuss review with employee. Click on submit after meeting with the employee to review their performance review.

Next Tasks

- Employee receives Task
 - Employee will see their evaluation with rating and comments
 - Acknowledgement: Acknowledge Review or Decline to Acknowledge Review
- Manager receives Task
 - Acknowledgement: Acknowledge Review or Decline to Acknowledge Review
 - Submit
- Evaluation will be stored in Employee's Workday profile and is accessible by Manager and Employee at any time!
 - Regardless of decision to acknowledge or decline acknowledgement

Support Available:

HR_TalentandLearning@southtexascollege.edu
HR_EmployeeRelations@southtexascollege.edu



**Thank you for being part of this
important initiative!**