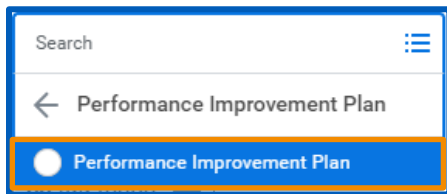


## COMPLETE MANAGER PLAN FOR PERFORMANCE IMPROVEMENT PLAN

### From the Worker Profile:

1. Click **Actions**.
2. Hover over **Talent**.
3. Click **Start Performance Improvement Plan**.
4. Ensure the correct **Employee** is selected.
5. Select the applicable **Review Template**.



6. Select the review **Period Start Date**.
7. Select the review **Period End Date**.
8. Click **Submit**.



**Note:** The employee's Director will receive a new Workday Inbox task to complete the evaluation.

### From the Workday Inbox:

1. Select the "Manager Evaluation" task.
2. Click **Get Started**.
3. Answer all of the PIP **Questions**.
4. Click **Save for Later**.



**Note:** Navigate back to this task once the PIP period has ended.

5. Navigate to the **Results of Performance** tab within the task.
6. Select the appropriate **Rating** for the question listed on the screen.
7. Enter supporting commentary in the **Answer** text box, as appropriate.
8. Click **Next**.
9. Review the questions and PIP results.
10. Manually click on the Questions and/or Results of Performance Plan tabs in the navigational pane to make evaluation updates, if necessary.
11. Click **Submit**.



**Note:** At this point, HR, the employee's Manager, the employee's Cost Center Manager, and the employee will receive tasks within their respective Workday Inboxes to complete the performance improvement plan.