

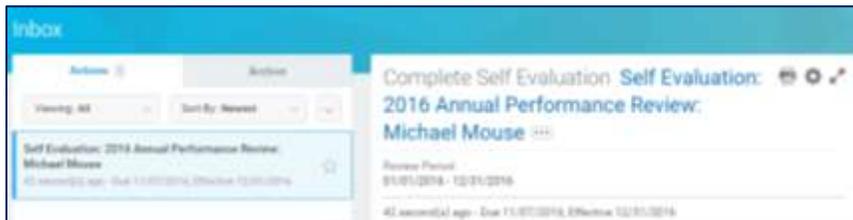


Note: You will use the NYP Ratings Scale to measure your proficiency in each section. The ratings are:

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations
- Exceptional

Accessing Your Self-Assessment

1. Click on the **Inbox** icon  (on the upper right hand corner of your screen).
2. Find the item that reads **Self Evaluation: 2017 Annual Performance Review** and click on it.



3. Select either the **Go to Guided Editor** button or the **Go to Summary Editor** one. The **Guided Editor** will walk you through your evaluation section by section. The **Summary Editor** will bring all sections up as one long page. *The remaining instructions will assume that you are using the **Guided Editor**.*

Section 1: Current Year Performance Goals

The first section contains your current year performance goals. If you had goals for this year in our former system, they will be loaded here.

1. Click the **Edit** icon  to update your progress against any pre-loaded goals. Make sure to indicate the **Status** of each item and

your **Rating** of your performance against this goal in the appropriate drop down boxes.

2. Click the **Add** button to add any goals that you feel are missing, or that you'd like to have considered as part of your performance review. Once again, make sure to indicate the **Status** of each item and your **Rating** of your performance against this goal in the appropriate drop down boxes.
3. Click the **Next** button to save your progress and move to the next section.

Section 2: NYP Culture

In this section you'll evaluate your performance against NYP's Cultural Competencies (Respect, Teamwork, Excellence, Responsibility, Empathy and Innovation).

1. Click on the **Edit** icon  to select your proficiency rating.
2. When you have completed this section, click the **Next** button to save your progress and move to the next section.

Section 3: NYP Core Competencies

In this section you'll evaluate your performance against NYP's Core Competencies (Communicates Effectively, Drives Engagement, Ensures Accountability, Customer Focus and Instills Trust).

1. Click on the **Edit** icon  to select your proficiency rating on each of NYP's Core Competencies.
2. Once again, use the text box to provide specific examples of how you demonstrate each value.
3. When you have completed this section, click the **Next** button to save your progress and move to the next section.

Section 4: Individual and Leadership Competencies

This section will you'll evaluate your performance against the Individual and Leadership competencies specific to your job level.

1. Click on the **Edit** icon  to select your proficiency rating on each competency.
2. Once again, use the text box to provide specific examples of how you demonstrate each competency.
3. When you have completed this section, click the **Next** button to save your progress and move to the next section.

Section 5: Overall

Finally, you'll have the opportunity to provide an overall rating and some final comments.

1. Click on the **Edit** icon .
2. If you feel that the calculated rating doesn't match your expectations, simply click in the **Rating** drop down box to update.
3. Click the **Next** button to save your progress and move to final review.

Review & Submit

Before you submit to your manager, you have one more opportunity to review everything you've entered and to make any changes you want to make. To change anything:

1. Click on the **Edit** icon  to change or update any section. Remember, you'll need to have provided a rating on each item to submit to your manager.

2. When you're comfortable with your answers, click **Submit** and the **Done**. If any ratings are missing, you'll get an error flag on the top of your screen click on the flag to reveal what is missing.



3. Go back to the indicated section, add a rating and click **Submit**.

Manage your Performance from a Mobile Device

Workday allows you to manage your information from any device with an internet connection, which includes your phone. *In order to ensure the security of your data, NYP requires that any login to Workday from a non-hospital device go through two factor authentication (DUO).*

For instructions on enrolling in and using Duo, see the "Enrolling in 2 Factor Authentication" link in the **How Do I?** Worklet.

Once enrolled, we recommend using the "mobile web" version of Workday for most transactions. This doesn't require you to download the app, just to open your phone's browser and go to <https://www.myworkday.com/nyp>. The "mobile web" experience will give you the exact same look and feel that you'll find on your desktop, optimized to your device.