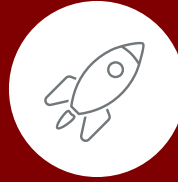




END-OF-YEAR EVALUATIONS
For Members

Achieving Results

Through Performance Management



Our Purpose

To design and deliver energy control solutions
our partners count on to power a clean future.



Our Values

INTEGRITY

We do the right thing.
Always.

Respectful & Accountable

We hold each other in high esteem and hold
each other to high standards.

HUMBLE & DRIVEN

We're confident but not arrogant.
We're always striving for better.

AGENDA

Review Performance Cycle

What is a Self-Evaluation

Common Challenges

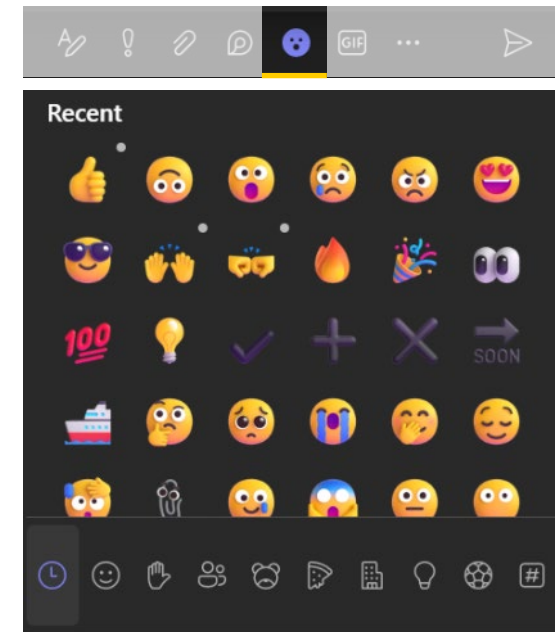
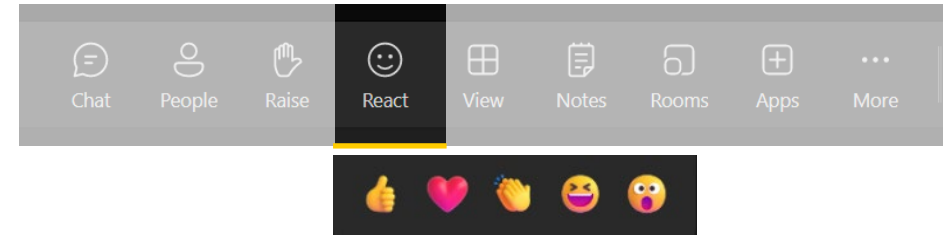
Tools to Support You





Getting started...

- This workshop is designed to be an interactive discussion
- You'll have opportunities to share and ask questions – please feel free to **Un-Mute** and respond verbally, respond in the **Chat**, use emoticons (**React**),
- Please be present and do not multi-task 😊
- Have fun sharing and learning from each other
- We will be recording



Action: Please put up an emoticon so I know you found them.

End-of-Year Performance Evaluations

Who has completed an annual performance evaluation with this company before?





I have!

This is my first time!

What is the
purpose of our
performance
management
cycle?

Align and reward
individual
contributions
to drive organizational
performance and
activate member
engagement

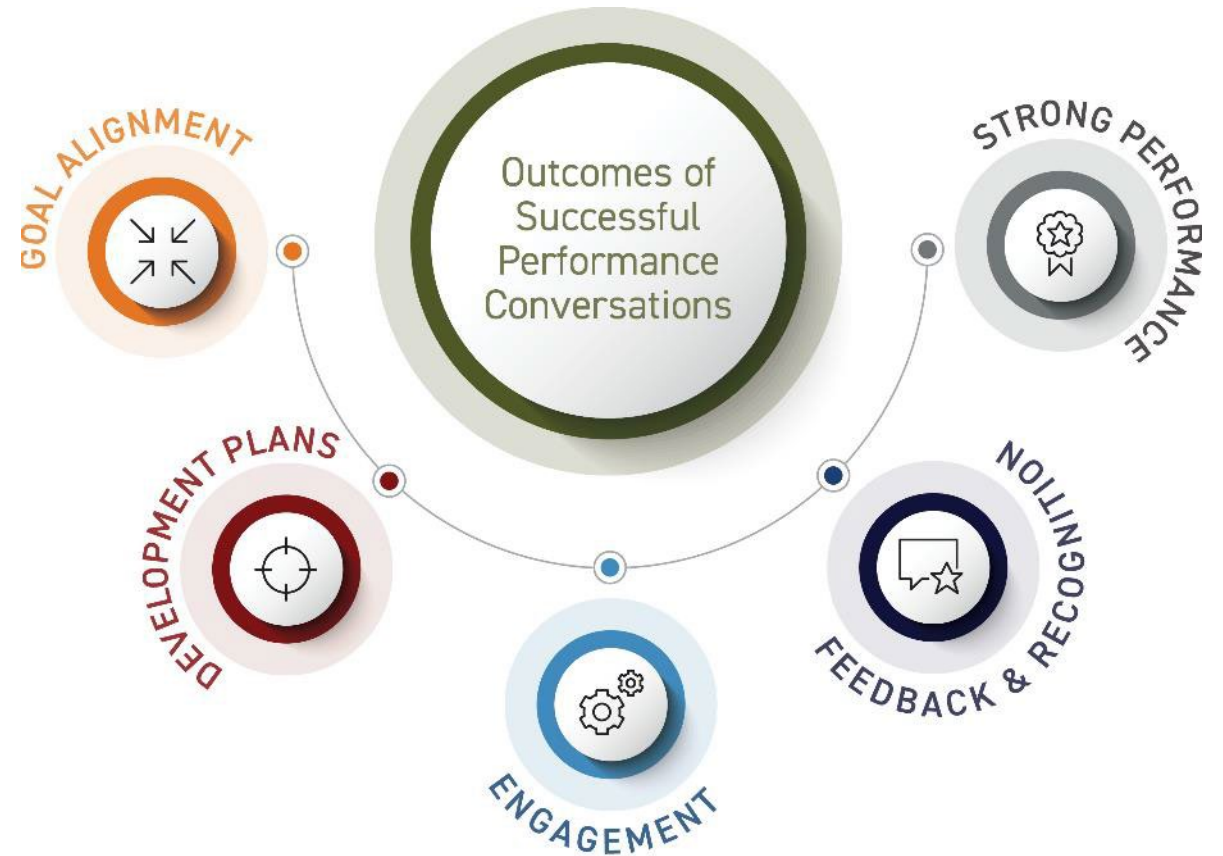
Our Performance Management Cycle

October	March	August/September	October/November
 Set Goals	 Review Progress	 Evaluate Results	 Summarize Results
Establish priorities for the year	Mid-year performance feedback	Review mid-year results and more	End-of-year performance feedback
Focus on expectations and goals	Review goal progress and establish focus areas for each goal	Review behavior in alignment with values	Discuss future focus areas
Consider development when requesting work/projects		Self-evaluations	



Why is performance management important?

Performance management ensures that every team member knows where they stand regarding their performance. It is a set of practices to help give team members direction, feedback and the development they need to succeed.



The Performance Management Cycle



Evaluate
Results

Why evaluate performance?

- Creates a positive and motivating workplace culture
- Tracks development goals and opportunities
- Provides evidence of progress or opportunities towards goals
- Gives you the opportunity share accomplishments
- Tracks conversations and creates accountability for you and your leader

Ongoing Performance Evaluation

The background of the slide features a blurred image of several hands in motion, suggesting a collaborative discussion or a meeting. The hands are positioned at different heights and angles, with some pointing and others open, creating a sense of active engagement. The lighting is soft, and the colors are muted, focusing attention on the movement of the hands.

It's an
ongoing
Process!

Performance Evaluation



Evaluate
Results

The Importance of Self- Evaluations

This is your opportunity to self-reflect, share your accomplishments and goals, discuss opportunities or misses and set the stage for the upcoming year.

- ✓ **Be proud!**

Highlight your accomplishments and call out your wins – emphasize how specific projects and tasks impact team/company performance

- ✓ **Be honest and clear.**

Assess opportunities and misses and point out how you believe you could improve, or lessons learned

- ✓ **Strive for growth.**

Ensure you are documenting your desire to grow and continuously develop

- ✓ **Be professional.**

Take ownership and accountability in your performance review – document professionally and objectively

Performance Evaluation



Evaluate Results

Remember to focus on *this* performance cycle. Only evaluate results and behaviors for Fiscal Year 2024.

RESULTS (the “what”)

Progress toward performance and development goals

- ✓ Review past formal and informal performance conversations, check-ins and career conversations
- ✓ Review performance evaluation rating scale and rate yourself using the full year of information

BEHAVIORS (the “how”)

Behaviors associate with competencies/values

- ✓ Look back on previous conversations and experiences you have had with your leader, peers, project team members
- ✓ Focus on *how* you accomplished tasks/initiatives
- ✓ Think through relationships and feedback you have received throughout the team or organization



Performance Evaluations Documentation Examples

Results Example:

"I achieved great success in 2024."

"I exceeded my targets by 135% in 2024."

Behaviors Example:

"I built great relationships with peers and stakeholders in 2024."

"By communicating and engaging stakeholders, I was able to build strong relationships that helped me to..."

Evaluating Your Performance

Do's	Don'ts
Review performance holistically across the year.	Rate your performance based solely on most recent performance.
Prioritize evaluations and set time aside to be able to focus on your performance evaluation.	Consider the performance evaluation process a 'check the box' exercise
Incorporate and seek feedback from key stakeholders when rating yourself.	Only seek out feedback from those that may confirm your beliefs.
Use descriptive and objective language in the reviews so you and your leader understand your evaluation.	Document performance vaguely, or with few data points to discuss with your leader



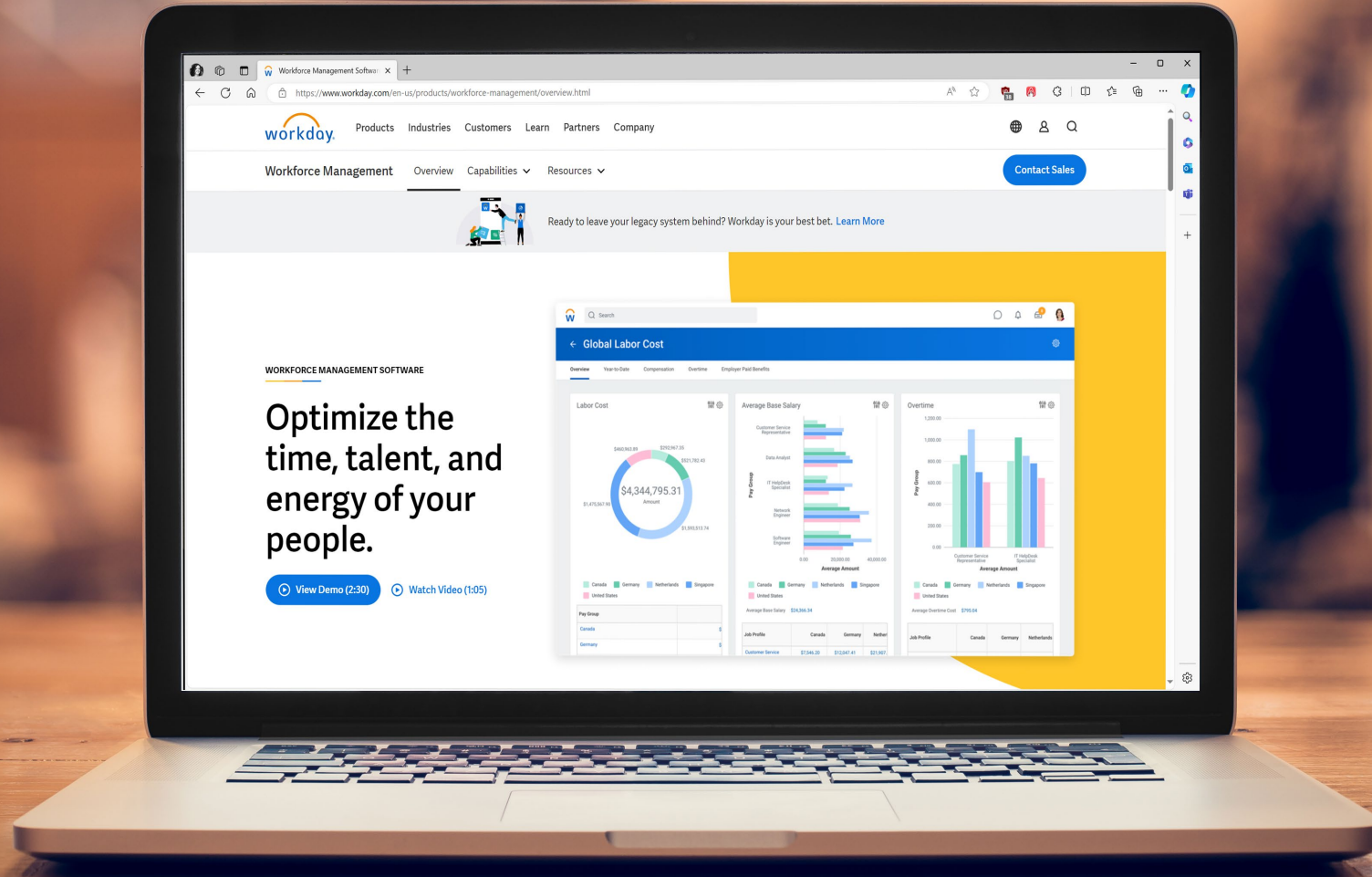
Performance Evaluation



Evaluate
Results

- Use your End-of-Year performance evaluation form in Workday to document each section of the performance evaluation (i.e. team or individual goals, behaviors related to values and overall performance rating)
- Ensure you use the notes sections to document any additional notes for your leader to review
- Remember to think back on the full year, and document objectively
- Partner with your HR team to understand timelines and due dates for completion and next steps

Using Workday to document your conversations



End-of-Year Performance Evaluation Process in Workday



Complete Employee Evaluation in Workday

(Production)

In the Complete Self Evaluation task, you will see an embedded analytic. Here you can reference Mid-Year Review comments and any Feedback Received as you are completing your evaluation.

Refresh

Mid-Year Review for Leader Review

Feedback Received

You can “Save for Later” at any time in the review. Do not “Submit” until you have completed. Once submitted, you cannot access or edit

Back

Next

Save

Close

From the Home page:

1. Click the **My Tasks** icon.
2. Click on the **Self Evaluation: Employee Name** task.
3. Click **Get Started**.

Complete Self Evaluation

Self Evaluation: FY2025

Production Mid-Year Performance Evaluation:

Actions

10/01/2024 - 03/31/2025

Results

Behaviors

Review and Submit

Results

The Mid-Year Performance Evaluation is your opportunity to document your results and behaviors aligned with Woodward values so far in Fiscal Year 2025. This can also be thought of as the "what" you accomplished and "how" it was accomplished.
In this section, evaluate what results were accomplished so far this year.

4 items

Competency	Description	Employee Evaluation
Safety	Demonstrates a commitment to safety by following policies and proactively preventing unsafe working conditions.	Proficiency Rating
Quality	Maintains a high standard for work and products to meet customer expectations and requirements.	Proficiency Rating
Delivery	Demonstrates a commitment to meet deadlines and ensures timely completion of products or processes.	Proficiency Rating
Executes Standardized Work	Demonstrates ability to precisely follow work instructions and work procedures to ensure product or process are created to specification.	Proficiency Rating

Employee Summary

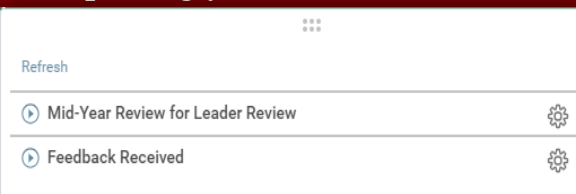
Proficiency Rating Description (empty)

Comment

Complete Employee Evaluation in Workday

(Non Production)

In the Complete Self Evaluation task, you will see an embedded analytic. Here you can reference Mid-Year Review comments and any Feedback Received as you are completing your evaluation.

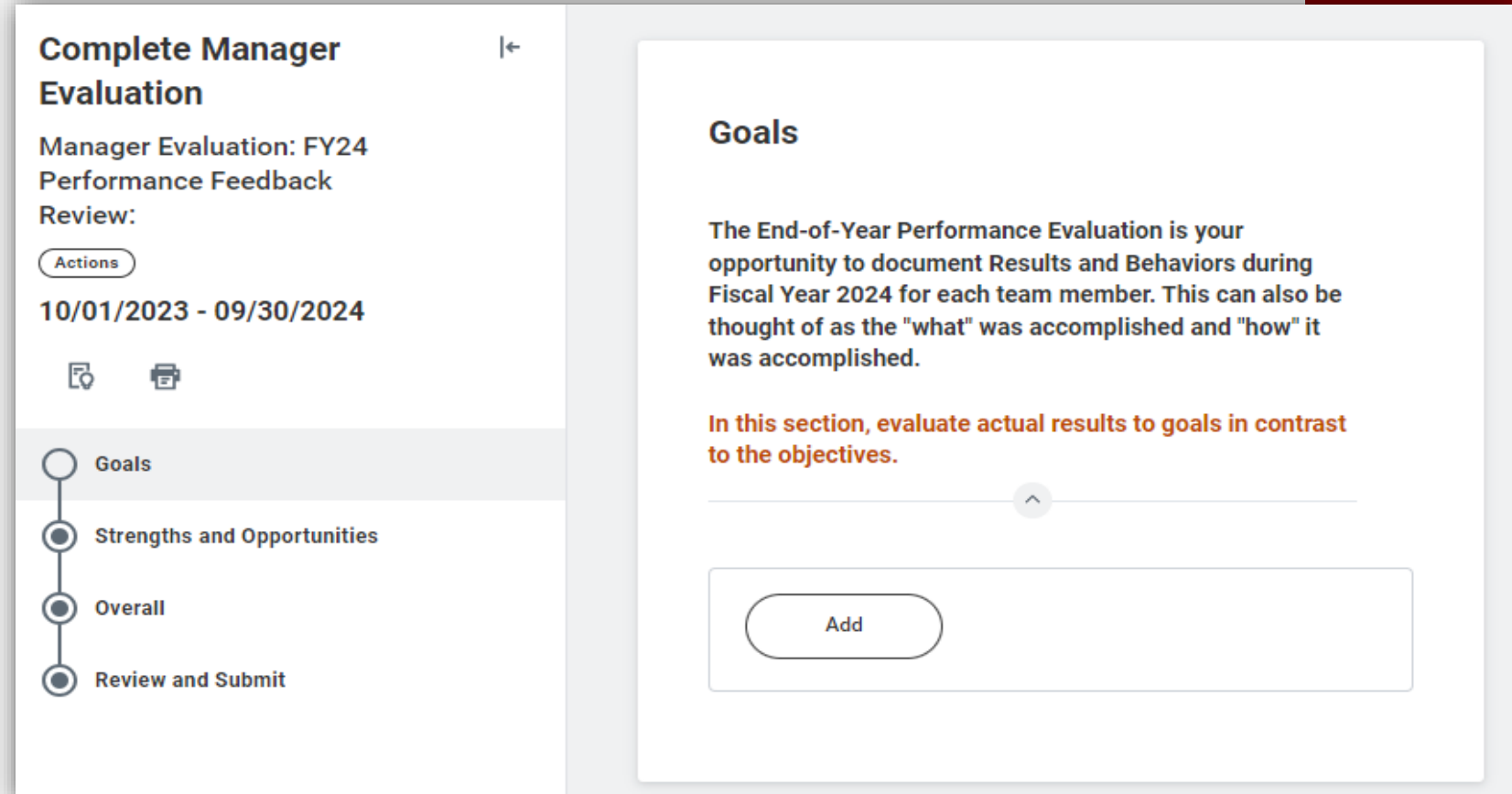


You can “Save for Later” at any time in the review. Do not “Submit” until you have completed. Once submitted, you cannot access or edit



From the Home page:

1. Click the **My Tasks** icon.
2. Click on the **Self Evaluation: Employee Name** task.
3. Click **Get Started**.



Complete Manager Evaluation

Manager Evaluation: FY24
Performance Feedback Review:

Actions

10/01/2023 - 09/30/2024

Goals

Strengths and Opportunities

Overall

Review and Submit

Goals

The End-of-Year Performance Evaluation is your opportunity to document Results and Behaviors during Fiscal Year 2024 for each team member. This can also be thought of as the "what" was accomplished and "how" it was accomplished.

In this section, evaluate actual results to goals in contrast to the objectives.

Add

Complete Manager Evaluation in Workday

Section 1: Goals	Section 2: Strengths and Opportunities	Section 3: Overall
<p>The End-of-Year Performance Evaluation is your opportunity to document Results and Behaviors during Fiscal Year 2024 for each team member. This can also be thought of as the "what" was accomplished and "how" it was accomplished.</p> <p>In this section, evaluate actual results to goals in contrast to the objectives.</p>	<p>The End-of-Year Performance Evaluation is your opportunity document results and behaviors during the past Fiscal Year for each team member. This can also be thought of as the "what" was accomplished and "how" it was accomplished.</p> <p>In this section, evaluate behaviors associated with competencies and values.</p> <p>How did this team member accomplish their work in contrast to expected behavioral standards?</p> <p>1.Choose 2-3 areas of strength that your team member exhibits, using the list of competencies and/or Woodward's Values. Describe how your team member expresses these strengths in their behavior.</p> <p>2. Choose 2-3 opportunity areas for your team member using the list of competencies and/or Woodward's Values. Describe why these are opportunities for your team member and suggestions for development.</p>	<p>Summarize results and behaviors and add any additional comments.</p>



Resources to support you

Resources to assist with the Evaluation:

- Member's Guide to Performance Evaluations
- Seek out your HR Business Partner

Resources to assist with documentation in Workday:

- Goals and Development Items
- Manage My Team's Goals
- Leader Check Ins
- Request Feedback
- Member Performance Review Job Aid



Questions?



Thank You

POWERING A CLEAN FUTURE

Complete Employee Evaluation in Workday

From the Home page:

1. Click the **My Tasks** icon.
2. Click on the **Self Evaluation: Employee Name** task.
3. Click **Get Started**.

In the Complete Self Evaluation task, you will see an embedded analytic. Here you can reference Mid-Year Review comments and any Feedback Received as you are writing your evaluation.

Complete Manager Evaluation

Manager Evaluation: FY24
Performance Feedback
Review:

Actions

10/01/2023 - 09/30/2024

Goals

Strengths and Opportunities

Overall

Review and Submit

Goals

The End-of-Year Performance Evaluation is your opportunity to document Results and Behaviors during Fiscal Year 2024 for each team member. This can also be thought of as the "what" was accomplished and "how" it was accomplished.

In this section, evaluate actual results to goals in contrast to the objectives.

Add

Submit Send Back Save for Later

You can "Save for Later" at any time in the review. Do not "Submit" until you have completed. Once submitted, you cannot access or edit