



## REMINDER!

**Annual Performance Reviews for BH staff  
opened Tuesday, November 1.**

**Self-evaluations for BH Staff\*  
will be available from  
November 1 - 30 to complete  
and submit to their manager.**

Now is the time to complete your self-evaluation for the 2022 Performance Year. Employees under Magnet are required to complete a self-evaluation. The self-evaluation is an opportunity for employees to add their voice to their evaluation by highlighting accomplishments, contributions, identifying areas of opportunities, and more. This can also be helpful to your manager to have a better understanding of how you did over the last year, identify growth and development opportunities for the upcoming year, and for your manager to use the information to guide their own assessment within your annual performance review. Visit the [Tips for Writing a Self-Evaluation](#) page for more information. *\*Employees within their Introductory Period as a new employee will not receive a 2022 Performance Evaluation.*

**Reminder about 2022  
Annual Goals**

All goals for *employees* should have been added to Workday prior to November 1. You will still have an opportunity to enter, pull-in or update goals within the self-evaluation now that performance reviews have launched.

**What do I need to do now?**

Log into Workday and open the task located in your Workday Inbox. Your review will be in the self-evaluation stage for you to complete and submit to your manager. To keep the review process moving, HR will manually advance all incomplete self-evaluations to the manager review step on December 1. You can help your manager by completing and submitting your self-evaluation as soon as you are able. Once submitted, your manager can begin their work on writing your review. Employees under Magnet are required to complete a self-evaluation. [Visit the Hub for tips to writing your self-evaluation.](#)

**What if I don't complete my  
self-evaluation before it is  
advanced by HR?**

Your manager can *Send Back* the review to you in Workday. They will go to Team Performance > My Team's Performance Reviews and click the *Send Back* button located in the far-right column for the employee's review. Managers will not be able to edit a review that has been sent back to you until you have submitted your self-evaluation.

**What do I need to do after I  
meet with my manager?**

Sometime between December – February, managers will be meeting with staff to discuss their performance evaluations. After your performance evaluation discussion with your manager, you will need to acknowledge your review in Workday.

**All reviews must be acknowledged by February 17, 2023.**

**Stay Up to Date on the Hub!**

For performance review information visit us on [the Hub > Departments > Human Resources > Performance Management](#). Here you will find information about goal setting, feedback, tips for writing a self-evaluation, and more!

**Questions?**

Send an email to Talent Management at [talentmanagement@baystatehealth.org](mailto:talentmanagement@baystatehealth.org).