

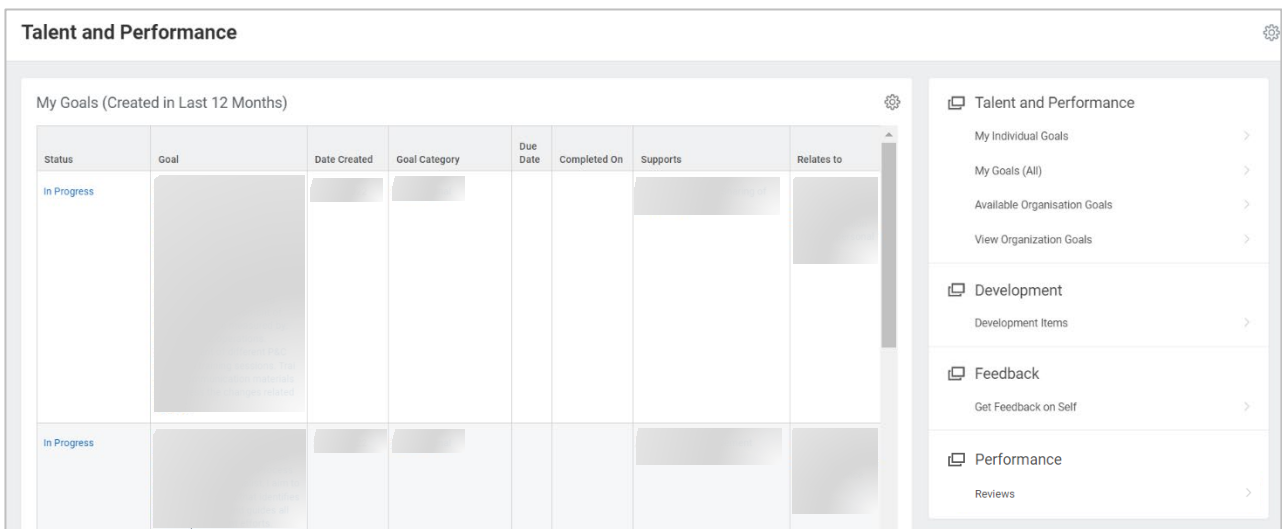
Interim Process

How to access the Talent and Performance Dashboard in Workday

- From your Workday home page, click on your **Menu icon** in the top left hand corner and select **Talent and Performance** from the list presented.



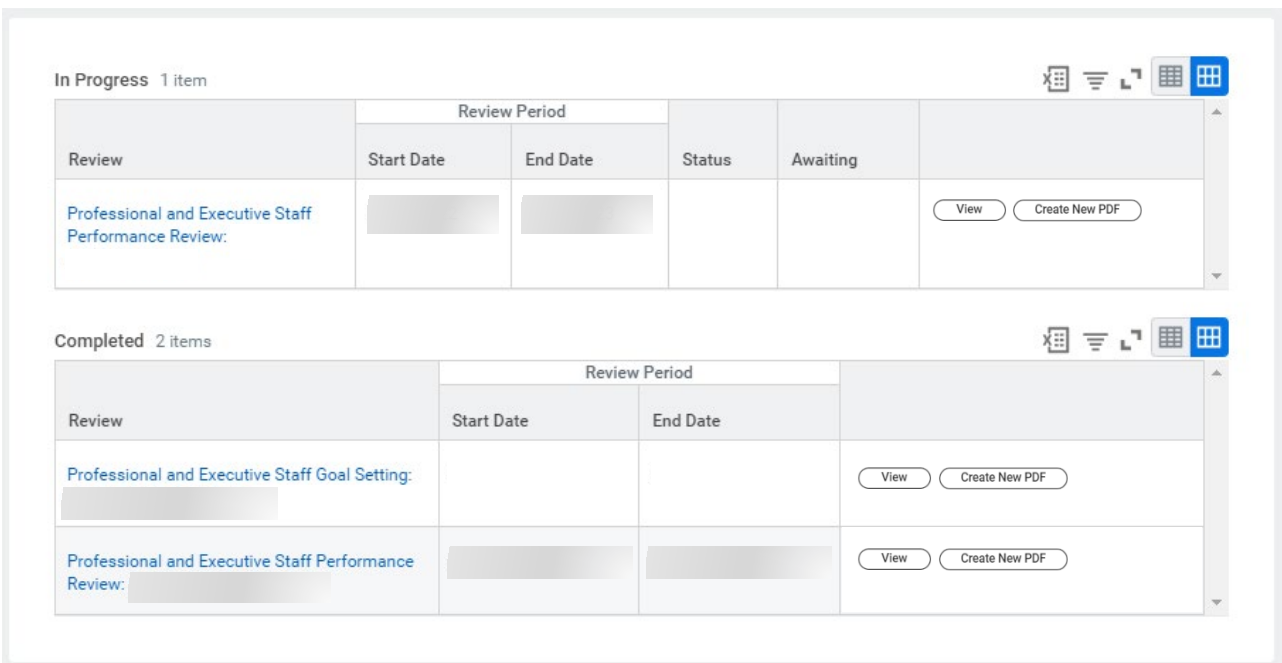
- Your Talent and Performance dashboard is displayed.
You can view your goals, development items and feedback received here.



- From the menu options displayed on the right hand side of your screen, select **Reviews** from the Performance menu.



- All 'In Progress' or 'Completed' review activities are presented.



- Select the **View** icon next to the review to view all fields completed in the template.

Interim Process

How to access the Talent and Performance Dashboard in Workday



View

Select the **Create New PDF** icon next to the review to generate a PDF view of the completed template.

Create New PDF