



Employee Annual Review - QRG



Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:



Logging in anywhere else

Point your web browser to: <https://discounttire.okta.com>

Use your employee ID number to log in.

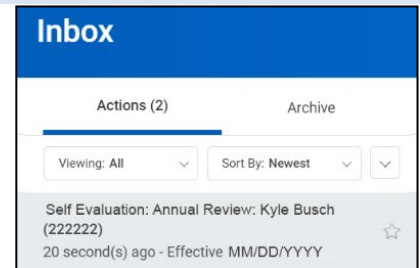
Forgot your password? Follow on-screen instructions if you need help signing in.




Completing the Self Evaluation: Annual Review

Inbox: Your Self Evaluation has been automatically initiated. It will be available via your Workday Inbox.

1. Go to your Workday Inbox and click the **Self Evaluation: Annual Review** task in the **Actions** column (on the left).



2. The evaluation begins with your Goals/AORs. Click the edit button  to edit any of your Goals/Areas of Responsibility that may need to be updated.



Manually pull in goals: Depending on when each Goal/AOR was set, some of your goals applicable to this evaluation may have to be manually pulled into the review. To pull in a goal:

- a. Scroll to the bottom of the screen and click **Add**.
- b. Check the box under **Use Existing Goal/Area of Responsibility (AOR)**.
- c. Click to choose your Goal/AOR from the category **All Valid Goals/Areas of Responsibility for Selection**.
- d. After making your selection, you'll see all the details of that Goal/AOR populated in the fields below it.
- e. Repeat this procedure for all Goals/AORS that need to be added to the review.

Use Existing Goal/Area of Responsibility (AOR)
<input checked="" type="checkbox"/>

3. Provide an overall rating for your goal accomplishments in the **Summary** section **below** your listed goals.

Click **Next** to continue your Self Evaluation.

Summary	
Employee Evaluation	 
Rating	<div>Meets Expectations</div>

4. In the next sections, you will evaluate yourself on the capabilities of IOOGA (Integrity, Our People, Our Customers, Growth and Attitude).
****PLEASE NOTE:** Assistant Managers and above will have the following as an additional capability to be rated (Continuously Cultivating Our People).


Click the word **Rating** and select your response from the dropdown menu and then click **Next**.

After rating all capabilities, the next section of the evaluation allows you to provide an **Overall Summary** of your accomplishments during the review period.

Employee Evaluation

Rating

Meets Expectations

5. Click  to add comments in the **Comment** field. Click **Next** to save and continue.

Overall Annual Summary ~

Employee Evaluation

Comment

6. The next section allows you to optionally upload **Supporting Documents** for your review. Click **Add**; then click **Attach** to begin attaching files and any comments, if you choose.

Evaluation Supporting Document (empty)

File

Attach

You can add as many documents as you like. When finished, click **Next** to save and continue

Errors when Submitting:

If you submit the review but did not complete the ratings in all required sections, you'll see an error in the top right of the screen:

Errors: 1

Blank Rating(s) Exist (Self Performance Evaluation)

Click **Open** to be directed back into the review. Go through each section screen-by-screen to find and rate the unrated sections, then resubmit.

7. Now that you've completed the Self Evaluation steps for the Annual Review, you will see a summary of the entire Review thus far; containing all your ratings, comments, and supporting documents. You have two options for how to proceed:
- To save your work and return later to make changes, click **Save for Later**.
 - If your evaluation is complete, click **Submit**. Your Manager will then complete the Manager's evaluation step and schedule a time to meet with you to have a one-on-one discussion to review.

Contact: Please contact Human Resources with questions or concerns at HR_General@discountire.com.