This job aid supports employees in acknowledging and providing comments for the evaluation portion of the Performance Review.

**Acknowledge Employee Review**

From the Workday Inbox:

1. Select the **Self Evaluation** item.

![Self Evaluation Item](image)

2. Click the pencil icon in the Acknowledgment section.

![Acknowledgment Icon](image)

3. In the status menu, select to acknowledge the review either with or without comments.

![Acknowledgement Menu](image)

4. If the with comments option is selected, enter comments into the box provided.

![Employee Acknowledgement](image)
5. Click **Submit**.

**NEXT STEPS**

Submitting the acknowledgment without comments completes the Performance Review process.

Submitting the acknowledgment with comments will send the comments to the HR Partner for review before the process is completed.