

WORKDAY FOR MANAGERS

PERFORMANCE


Review Talent



In Workday, you can use talent reviews and talent cards to document key talent information about your workers.

INITIATE A TALENT REVIEW

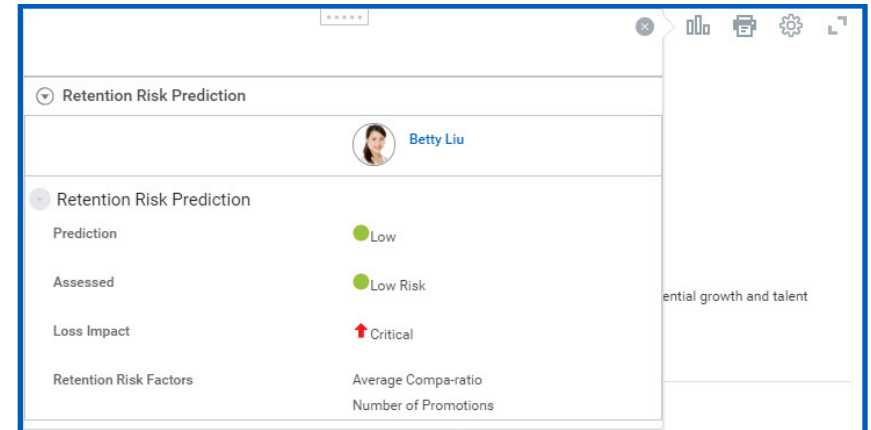
Before you can initiate a talent review, you must have the appropriate security permissions enabled.



1. Navigate to the **Start Talent Review for Worker** task.
2. Click the **Worker** prompt  to select the worker.
3. Click the **Talent Review Template** prompt and select **Talent Review**.
4. Click **OK**, then **Done**.

COMPLETE A TALENT REVIEW

After your direct reports fill out a talent form, a Talent Review task goes to your Inbox. To review a worker's talent form:

1. Navigate to your **Inbox**.
2. Click the **Update Profile: Talent Review** task.
3. The Related Information report displays, detailing the performance rating for the worker.



4. Click **Close**  or click outside of the pop-up box to close the report.
5. Select either the **Go to Guided Editor** or **Go to Summary Editor** button.
6. Click the **Add** button to add content to the Work Experience, Training, Certifications, and Awards and Activities sections.
7. Click the **Edit** icon  to modify information in the Leadership Competencies, Employee Potential, and Talent Summary sections. You can also enter notes by expanding the Details section.
8. Click **Approve** to submit your review.



Note: If you want more detail about an object on the worker's talent profile, click the object's Related Actions icon to view more information.

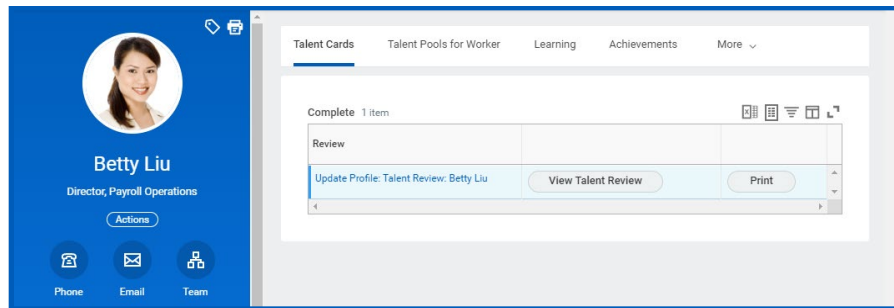
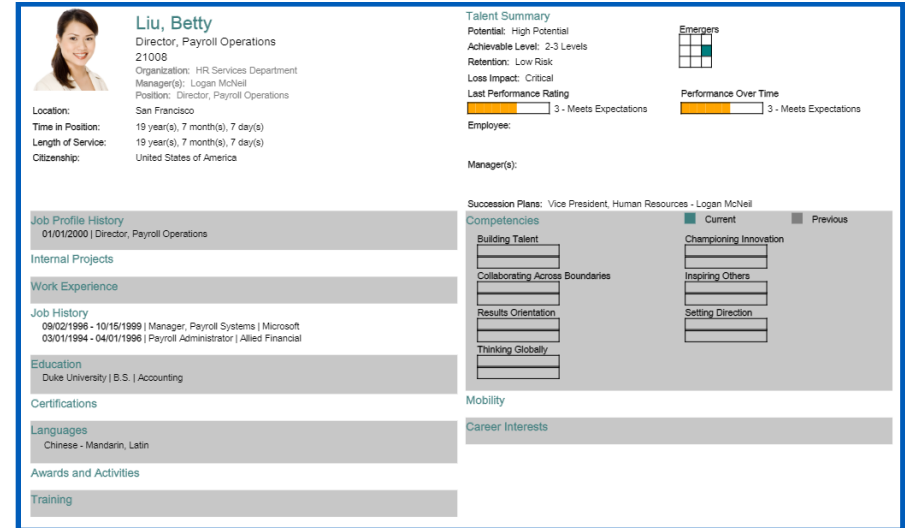
VIEW AND PRINT A TALENT CARD

A talent card is a one-page summary of a worker's key talent information. You can use talent cards as a tool for discussions about succession plans, short-term and long-term business plans, and retention of top talent.

Talent cards include information on personal job data, skills and experiences, talent summary, competencies, and career interests.

From the worker's profile page:

1. Click the **Career** tab.
2. Click the **Talent Cards** subtab.
3. Click **Print**.



4. A printable Talent Card will generate in a PDF format. You can then choose to save or print the talent card.