



# Employee Performance Review Guide

## A More Structured Discussion

The performance review is a comprehensive dialogue that reflects the ongoing conversations about your performance, strengths and growth opportunities throughout the year. It's a valuable opportunity to share your achievements, challenges and insights to support your continuous development.

## Why It Matters

Consistent, meaningful and direct conversations about performance and career aspirations help drive motivation, inspire action and sharpen focus. This leads to stronger goal achievement, higher engagement, and greater impact across the organization.

## Key Steps in the Process

Performance review forms for both employees and managers will launch simultaneously, allowing both ample time for thoughtful reflection and to begin their independent review with a fresh perspective.



### Workday Process Reminders

- Managers and HR are unable to “Send back” forms to request edits. The goal is not on perfecting written feedback, but to capture reflections that fosters meaningful dialogue about performance between you and your manager.
- If you accidentally submit your form before you're ready, please contact [Workday\\_HRIS@MascoHQ.com](mailto:Workday_HRIS@MascoHQ.com) to have it reset.



# How to Prepare

Take time to gather key inputs and reflect on your performance and development goals. Use the Self-Reflection form in your Workday inbox to capture your thoughts.

## 1. Gather Inputs and Examples

- Revisit your development and performance goals set earlier in the year.
- Collect specific examples of accomplishments, challenges overcome, and contributions to team or organizational success.
- Include metrics, feedback, or outcomes that demonstrate impact.

## 2. Reflect on Key Areas

- What am I most proud of this year?
- Where did I grow the most?
- What challenges did I face, and how did I handle them?
- What feedback have I received, and how have I applied it?

## 3. Assess Strengths and Opportunities

- Identify skills or behaviors you consistently demonstrate.
- Highlight areas where you'd like to improve or gain more experience.
- Capture ratings for both results and behaviors in addition to overall performance.

## 4. Complete the Self-Reflection Form Thoughtfully

- Use clear, concise language.
- Be honest and balanced—acknowledge both successes and areas for growth.
- Avoid perfection; focus on authenticity and insight.

## 5. Prepare for a Constructive Conversation

- Consider what support or resources would be helpful.
- Think about your career path and how you and your manager can work together to help you achieve success.



# Assessing Performance

Performance is assessed based on overall contributions and impact on the organization, including equal weight of both results and behaviors.



## Our Performance Rating Scale (relative to the individual's role/level)

<b>Exceptional Performance</b>	<ul style="list-style-type: none"> <li>Consistently achieves well above and beyond expectations; raises the bar for self and others</li> <li>Role models how to coach and support others, both within and outside immediate team(s)/function(s)</li> </ul>
<b>High Level Performance</b>	<ul style="list-style-type: none"> <li>Consistently exceeds expectations; needs limited guidance, feedback, and coaching</li> <li>Sought out by others as a coach; needs to have a broader impact outside immediate team(s)/function(s)</li> </ul>
<b>Strong Performance</b>	<ul style="list-style-type: none"> <li>Track record as a valued contributor, meeting expectations and sometimes exceedingly as well; needs reasonable guidance, feedback, and coaching</li> <li>Needs to be sought out by others for coaching and further stretch self and others to increase performance</li> </ul>
<b>Prioritize Improvement</b>	<ul style="list-style-type: none"> <li>Doesn't consistently meet expectations, but is able to with focused guidance, feedback, and coaching</li> <li>Needs some development and can be successful with right level of support going forward</li> </ul>
<b>Follow-Up Action Needed</b>	<ul style="list-style-type: none"> <li>Doesn't meet expectations and needs significant guidance, feedback, and coaching</li> <li>Near-term intervention needed to improve performance for self and the team</li> </ul>



# Performance Review in

## Getting Started

You will receive an email notification in your Outlook inbox to complete a Self-Reflection for the Performance Review.

In Workday, select the action to complete your Self-Reflection and Get Started.

**Self Reflection: 2025 Performance Discussion: John**

Effective: 12/31/2025

## Complete Self-Reflection

Use this form to help you reflect and prepare for a more structured conversation with your manager.

- Capture ratings for both results and behaviors in addition to an overall performance rating.
- Click Next to review and Submit your form to your manager for review.

### Complete Self Reflection

Self Reflection: 2025  
Performance Discussion: John

Actions

01/01/2025 - 12/31/2025



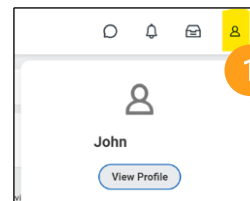
- Assess Performance Goals & Results**
- Assess Behaviors
- Overall Performance Rating
- Career Development & Well-Being
- Review and Submit

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## Finding Past Reviews in Workday

1. Select the person icon in the top right corner then select View Profile.
2. Select Performance on the left banner menu. (Select Show More if the Performance Icon is not visible.)
3. On the top menu, select Performance Discussions on the far right.



Review	Review Period Start Date	Review Period End Date	Manager Rating	View Review	Create Review PDF
2024 Mid Year Career & Progress Checkpoint: John Buckner	01/01/2024	12/31/2024		View	Create New PDF
2023 Mid Year Career & Progress Checkpoint: John Buckner	01/01/2023	12/31/2023		View	Create New PDF
2023 Annual Performance Discussion: John Buckner	01/01/2023	12/31/2023		View	Create New PDF



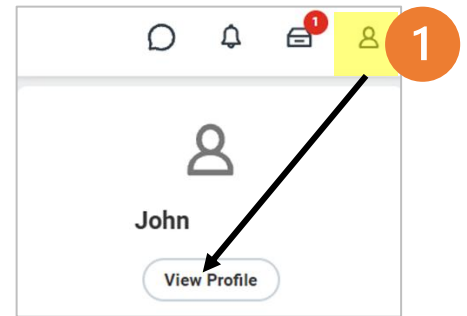
# Career Interests in

Your Career Profile is a valuable tool for communicating and tracking your professional aspirations and interests.

It helps your Manager and HR support your career growth. The most essential sections to focus on are your Career Preferences and Areas of Interest.

## Getting Started

1. Go to your profile by clicking the upper right person icon
2. Select “Career” in the left menu
3. Select “Interests” in the top menu
4. Click “Edit” at the bottom to update your interests



## Update Career Interests

- Enter your Career Preferences (select one of three options).
- Enter your Career Interests (open-ended, write in).
- Enter your Relocation willingness.
- Click “Back” or “Next” to auto-save your entry.

