Academic Division Faculty and Staff, and College at Wise,

Imagine a performance management experience where you have the flexibility to respond to evolving organizational priorities or shifting responsibilities, solicit feedback from anyone at any time across the University, and update progress from any device with ease.

With the launch of Workday, that day is here!

For our faculty and staff, UVA Human Resources aims to make our performance experience effective, helpful, and easy to implement. The flexibility and user-friendliness of Workday moves us in the right direction.

Workday Login

There are important action steps you need to take regarding 2018 performance reviews and 2019 goal setting. Below are key dates specific to Academic Staff that align with the calendar year, as well as key dates specific to University Advancement that align with the fiscal year. Employees and managers who participate in the performance management process will receive an action item in their Workday inbox. Feel free to reference the Workday Job Aids for Writing Goals and Cascading Goals or reach out to the HR Solution Center for assistance.

Key Dates: Academic Staff (except Advancement, see below)

Monday, January 21, 2019

1. Academic staff will see the Lead@ 2018 Year-End Evaluation Template that includes goals approved prior to the 10/31 cutoff date within Workday as an Inbox action item. If you did not enter goals prior to the cutoff, you may now enter them in Workday. *Complete the required Self Evaluation as soon as possible.*
2. HR will launch the 2019 Goal Setting Template within Workday as an Inbox action item. *Add a minimum of three SMART goals in Workday by:*

   - Entering goals directly into the Goal Setting Template and submit for leader approval **OR**
   - Selecting and importing goals (if you've already entered them via the performance application) into the Template

Monday, April 15, 2019
Evaluations for 2018 are due. For new employees hired after January 21, 2019, approved goals are due within 30 days of hire. *Take this opportunity to identify areas of opportunity for 2019 Goal Setting.*

Monday, April 30, 2019
Approved 2019 goals are due in Workday.

Key Dates: University Advancement

Monday, January 21, 2019
HR launches the 2019 Goal Setting Template within Workday as an Inbox action item. *Add a minimum of three SMART goals in Workday for FY'19 by:*

- Entering goals directly into the Goal Setting Template and submit for leader approval **OR**
- Selecting and importing goals (if you've already entered them via the performance application) into the Template

Friday, February 15, 2019
Approved FY'19 goals are due in Workday. For new employees hired after January 21, 2019, approved goals are due within 30 days of hire.

Monday, April 1, 2019
Managers hold goal alignment touchpoint discussion (optional) with direct reports regarding goal progress; goals can be edited.