Adding the Performance Worklet to the WD Home Screen

The easiest way to access your Mid-year Performance Review is to add the Performance Worklet to your Workday home page. Then you can quickly and easily work on your review, or review your goals.

Log in to Workday and in the upper right corner, under your picture, click the small gear icon.

On the right side under Optional Worklets, click the plus sign to add a worklet (also known as a badge, button, or icon)

Click in the search box and select All, then scroll to Performance.
If you get an error or alert do not be alarmed – this means the worklet might not display perfectly on your phone or table, but you can still add it.

Click **OK** in the bottom left corner of the screen.

Performance will now be added to your list of optional worklets.

Click **Done** in the bottom left corner of the screen.
Now when you log in to Workday and see your Home screen, Performance will be there for you to access quickly and easily. Click Performance to access your reviews.

You can access your goals and also go right to your PD&E Mid-Year Review. Click the mid-year link to access the process.

Click Open to work with your mid-year review.