

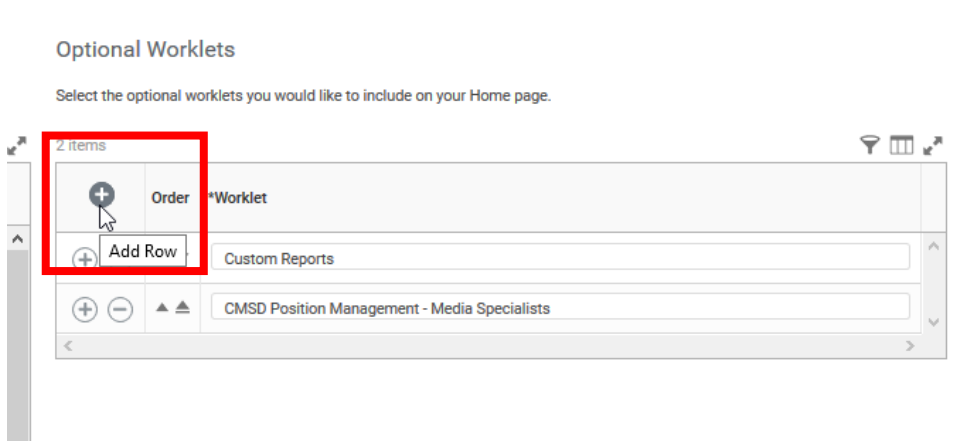
## Adding the Performance Worklet to the WD Home Screen

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.

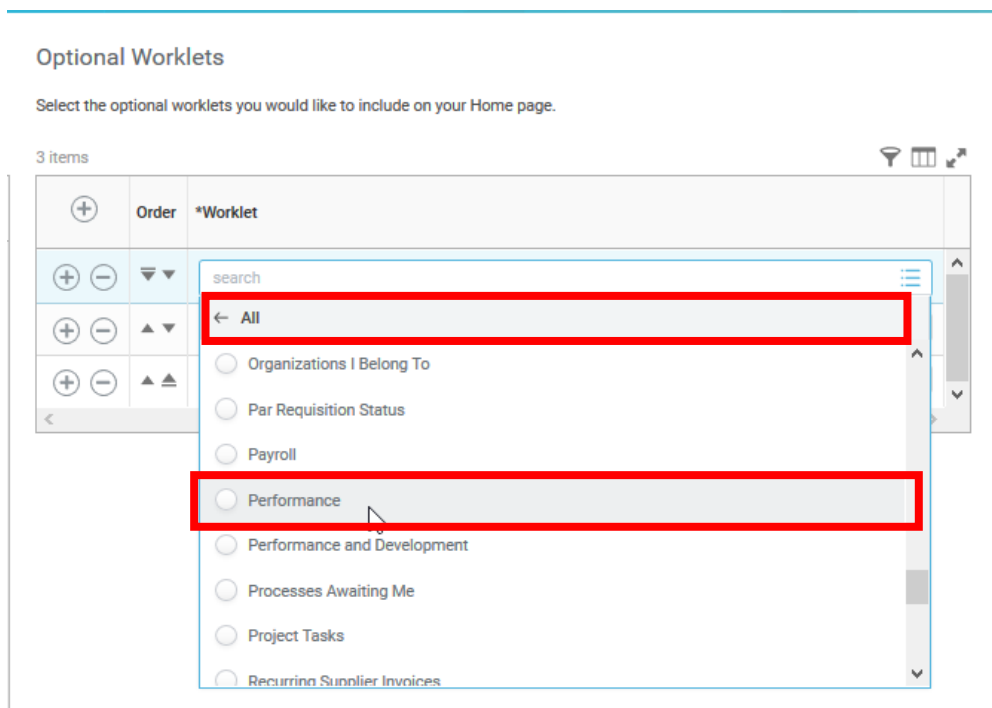
Log in to Workday and in the upper right corner, under your picture, **click the small gear icon**.



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.

### Optional Worklets

Select the optional worklets you would like to include on your Home page.

The screenshot shows a warning box at the top with a yellow triangle icon. The text inside the box reads: "Errors and Alerts Found", "Alert - Grid Alert (Row 1)", and "This worklet may not display properly in Mobile applications." Below the warning box is a list of three worklets. The first worklet, "Performance", is highlighted with a yellow border. The list has a header with a plus sign, "Order", and "\*Worklet". The worklets are: "Performance", "Safety", and "Reports".

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



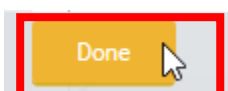
Performance will now be added to your list of optional worklets.

### Optional Worklets

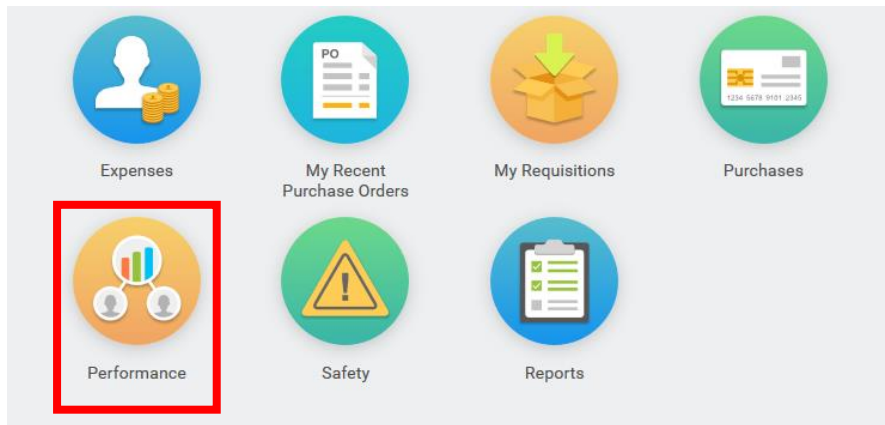
Select the optional worklets you would like to include on your Home page.

The screenshot shows the "Optional Worklets" screen after the "Performance" worklet has been added. The list now contains three worklets: "Performance", "Safety", and "Reports". The "Performance" worklet is highlighted with a red rectangular box. The list has a header with the word "Worklet".

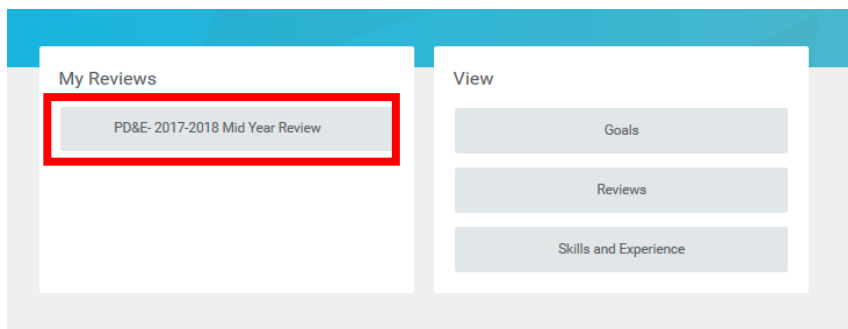
Click **Done** in the bottom left corner of the screen.



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.

Overall Process [PD&E- 2017-2018 Mid Year Review:](#)

Overall Status **In Progress**

Due Date **01/30/2018**

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My Actions | Details | Process

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My Actions 1 item

Awaiting Me	Due Date	Business Process
<b>Open</b>		<a href="#">Self Evaluation: PD&amp;E- 2017-2018 Mid Year Review:</a>