



2025 Workday Performance Review Process

Completing Your Self Assessment

Year End Review Overview

Purpose

- Performance Management
- Annual Performance Evaluation
- Employee/Manager Dialogue

Workday Process

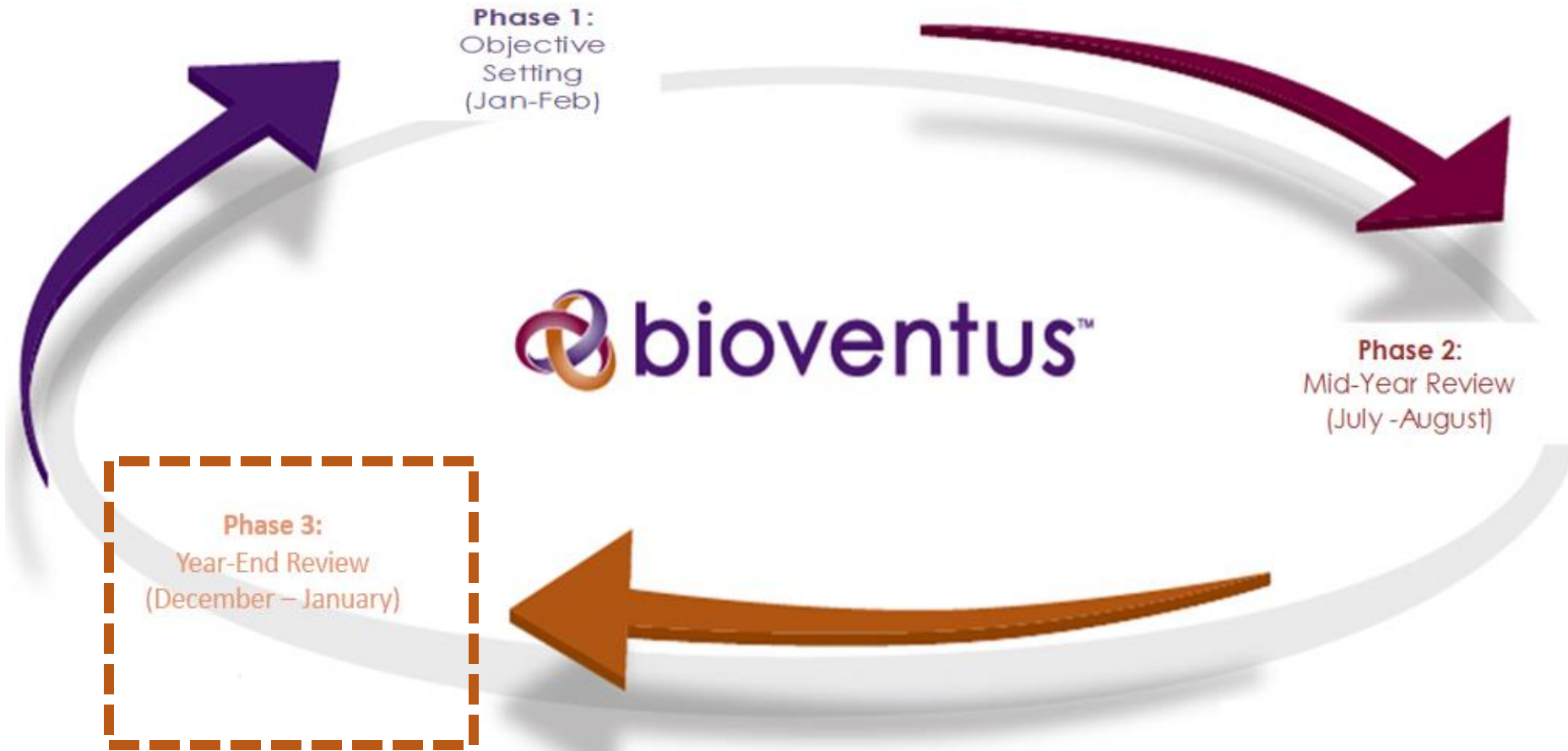
- Document in Workday
- Common Errors
- Demo

Resources and Tools

- Roles and Responsibilities
- Key Timelines
- Key Resources



Performance Management Cycle



Year End Review

Why is it Important?



Performance Assessment: Reflect on individual achievements and how your performance impacted the company this past year



Feedback and Development: Receive constructive and specific performance feedback and identify growth opportunities



Recognition and Motivation: Celebrate successes, acknowledge contributions

What Good Looks Like...

Focus on results and not just one's efforts

- Prepare for the Dialogue
- Be Receptive to Feedback
- Assume Positive Intent
- Be Fully Present
- Be Open to Dialogue



Year End Review Schedule

Key Dates	
Nov 17	Self Assessments Launched for all employees
Dec 11	Self Assessments due for all non-sales employees & all leaders
Dec 31	Manager ratings due for all non-sales employees & all leaders
Jan 9	Self Assessments due for all sales representatives
Jan 23	Manager ratings due for all sales representatives
Feb 9 – Mar 6	Performance Discussions for all employees

What's Different? New Rating Scale

- A 3-point rating scale limited our ability to recognize subtle differences in performance.
- A 5-point rating scale allows more distinction and differentiation of employees' performance.

Rating		Description
5	Significantly exceeds expectations	<ul style="list-style-type: none">• Significantly exceeded all expectations (Objectives & Competencies)• Successfully led through unexpected business need or project beyond core responsibilities• Overall performance had a significant/notable impact on our business
4	Exceeds expectations	<ul style="list-style-type: none">• Exceeded expectations in most objectives and competencies• Performance had positive impact on our business
3	Achieves expectations	<ul style="list-style-type: none">• Met expectations and may have exceeded in some
2	Partially achieves expectations	<ul style="list-style-type: none">• Missed some key deliverable(s)• Improvement needed and/or further development may be needed
1	Does not meet expectations	<ul style="list-style-type: none">• Failed to meet expectations

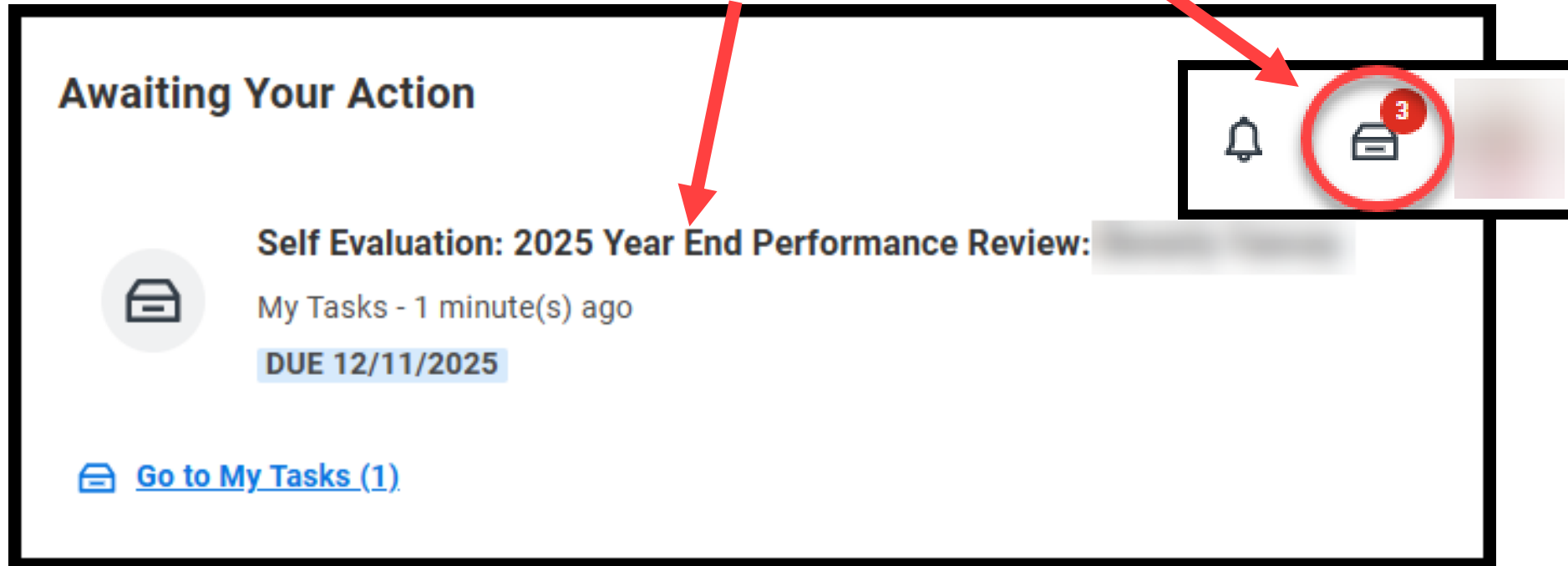


Workday Demo

Employee Self-Assessment

Completing Your Self Evaluation

Click on the Self Evaluation: 2025 task in your Inbox **OR** click the Inbox Icon in the upper right-hand corner to open up your Inbox and launch the task.



The screenshot displays a user interface with a task notification and a navigation menu. The task notification, titled "Self Evaluation: 2025 Year End Performance Review:", includes a task icon, the text "My Tasks - 1 minute(s) ago", and a highlighted due date "DUE 12/11/2025". Below the notification is a link "Go to My Tasks (1)". The navigation menu in the upper right corner contains a bell icon, a task icon with a red notification bubble showing the number "3", and a profile picture. A red arrow points from the text box above to the task icon in the notification, and another red arrow points from the text box above to the task icon in the navigation menu.

Awaiting Your Action

Self Evaluation: 2025 Year End Performance Review:

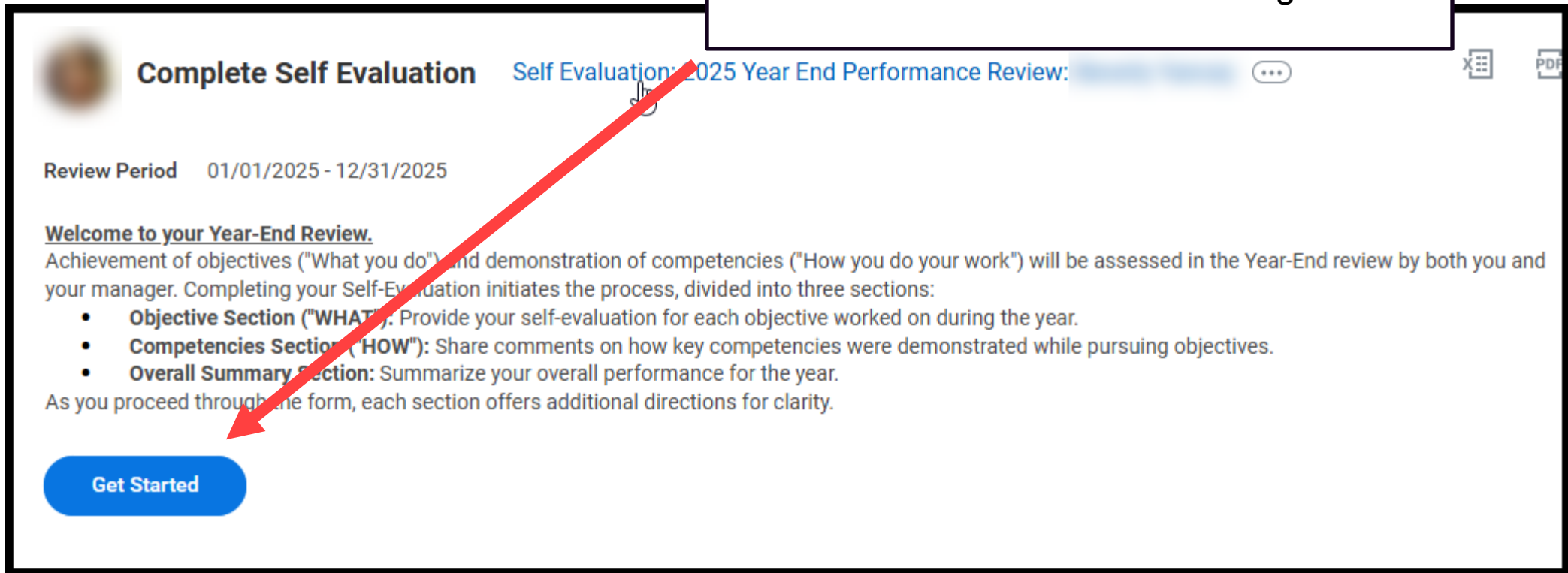
My Tasks - 1 minute(s) ago

DUE 12/11/2025

[Go to My Tasks \(1\)](#)

Getting Started...

Read the welcome message which explains the three sections you need to complete, then click **“Get Started”** to begin



Complete Self Evaluation Self Evaluation: 2025 Year End Performance Review: [blurred] [grid icon] [PDF icon]

Review Period 01/01/2025 - 12/31/2025

Welcome to your Year-End Review.
Achievement of objectives ("What you do") and demonstration of competencies ("How you do your work") will be assessed in the Year-End review by both you and your manager. Completing your Self-Evaluation initiates the process, divided into three sections:

- **Objective Section ("WHAT"):** Provide your self-evaluation for each objective worked on during the year.
- **Competencies Section ("HOW"):** Share comments on how key competencies were demonstrated while pursuing objectives.
- **Overall Summary Section:** Summarize your overall performance for the year.

As you proceed through the form, each section offers additional directions for clarity.

Get Started

Section 1 Objectives – What has changed?

- You are only required to provide 1 Overall rating for ALL of your Objectives.
- Here are the rating details for your Objectives:

5 – Significantly exceeded expectations

- All objectives significantly exceeded expectations
- Successfully led through unexpected business need or project beyond core responsibilities
- Performance had a significant/notable impact on our business

4 – Exceeded expectations

- Most, if not all objectives exceeded expectations
- Performance had positive impact on our business

3 – Achieved expectations

- Met all expectations and may have exceeded in some

2 – Partially achieved expectations

- Missed some key deliverable(s)
- Improvement and/or further development may be needed

1 – Did not meet expectations

- Failed to meet and/or achieve Objectives and expectations
- Requires immediate action

Section 1 Objectives (What you do)

Instructions are included on each page of Self-Evaluation. Please read the detailed instructions.

The screenshot shows a form for an objective. It has two text areas at the top for 'Objective' and 'Objective Action Plan', each with a rich text editor toolbar. Below these are fields for 'Due Date' (12/31/2025), 'Status' (3 - Complete), 'Weighting' (25), and 'Employee'. A 'Comment' field is at the bottom. Green circles with numbers 1, 2, and 3 are overlaid on the Status, Weighting, and Comment fields respectively.

1. Update status of each objective (ex. Complete)
2. Confirm weighting
3. Add appropriate comments

Section 1 Objectives (What you do)

Instructions are included on each page of Self-Evaluation. Please read the detailed instructions.

Objective * Normal | B | I | U | A | :: | [Link] | [Email]

Objective Action Plan Normal | B | I | U | A | :: | [Link] | [Email]

Due Date 12/31/2025 [Calendar]

Status 3 - Complete 1

Weighting 25 2

Employee Comment Normal | B | I | U | A | :: | [Link] | [Email] 3

Comment Count 0

1. Update status of each objective (ex. Complete)
2. Confirm weighting
3. Add appropriate comments (optional)
Repeat for each Objective
4. Select an overall rating in the **Summary** section
5. Add overall comment(s) (required)
6. Select Next

Employee Summary

Rating * select one 4

Comment * 5 - Significantly exceed expectations
4 - Exceeded expectations
3 - Achieved expectations
2 - Partially achieved expectations
1 - Did not meet expectations 5

Back Next 6 Save

Adding/Editing Objectives

NOTE: Objectives can be added by clicking the "ADD" button. Objectives CANNOT be deleted. If no longer applicable, set weighting to 0% and adjust remaining objectives to equal 100%.

- **If you need to add an objective:**

- Click on "Add" at the bottom of the "Objective" page
- Fill in Objective details (action plan, due date, status, weighting & comment)
- Adjust weightings of existing objectives to total 100%



- **If an existing objective is no longer applicable:**

- Adjust weighting to "0" and adjust weightings of remaining objectives to ensure they total 100%
- Add comments referencing why the objective is no longer applicable

Section 2 – What has changed?

Here are the rating details and requirements for your Competencies:

5 – Significantly exceeded expectations

- Exceeded expectations in all Competencies and demonstrates our Culture Principles at the highest level, even in challenging situations
- Set the bar and served as a role model among peers and key stakeholders

4 – Exceeded expectations

- Exceeded expectations in most Competencies and consistently demonstrated Culture Principles, showed strong understanding and commitment to our values. Was often seen going above and beyond in embodying them

3 – Achieved expectations

- Consistently demonstrated Competencies and Culture Principles and may have exceeded expectations on occasion
- Viewed by peers & stakeholders as consistently living our culture principles

2 – Partially achieved expectations

- Demonstrated most Competencies and Culture Principles
- There is room for growth, development and/or improved consistency in one or more identified areas

1 – Did not meet expectations

- Struggled to demonstrate multiple Competencies and did not meet expectations related to Culture Principles
- Requires immediate development

Section 2 – Competencies (How you do your work)

Competencies

Evaluate your performance against the **Competencies (How)** aligned to your role. While you are not required to rate each competency individually, you are required to enter your overall competency rating and provide a summary of how you demonstrated these competencies throughout the year.

Your performance is evaluated on both “the What” (your goals, on the previous page) and “the How” (the competencies and the Bioventus Culture Principles) for your work over the past year.

Click [Bioventus Culture Principles – Bioventus](#) to review the new Bioventus Culture Principles and details.

- Value Others
- Improve Patient Lives
- Learn and Grow
- Achieve

You must enter a rating and cultural principles

The screenshot shows the 'Employee Summary' form. The title 'Employee Summary' is circled in red. A dropdown menu for 'Rating' is marked with a green circle containing the number 2. A rich text editor for 'Comment' is marked with a green circle containing the number 3. A blue 'Next' button is marked with a green circle containing the number 4. Other buttons include 'Back', 'Save', and 'Close'.

1. Review the SUMMARY of key competencies for your role. The Culture Principles can be viewed by selecting the link provided.
2. Employee is **required** to enter ONE overall rating for the summary of their key competencies.
3. Employee is encouraged to include comments in the summary section and provide examples of key competency accomplishments or challenges.
4. Select “Next” to proceed to “Overall” rating page.

Section 3 – Overall Rating and Comments

Overall

Please provide the Final overall rating for your annual performance. This overall rating, based on a combined performance of both your **Objectives** (What), your **Competencies** (How) and the impact you had on the business.

Rating

5 - Significantly exceeded expectations -

- Significantly exceeded all expectations (Objectives & Competencies)
- Successfully led through unexpected business need or project beyond core responsibilities
- Overall performance had a significant/notable impact on our business

4 - Exceeded expectations

- Exceeded expectations in most objectives and competencies.
- Performance had positive impact on our business

3 - Achieved expectations

- Met expectations and may have exceeded in some

2 - Partially achieved expectations

- Missed some key deliverable(s)
- Improvement and/or further development may be needed

1 - Did not meet expectations

- Failed to meet expectations

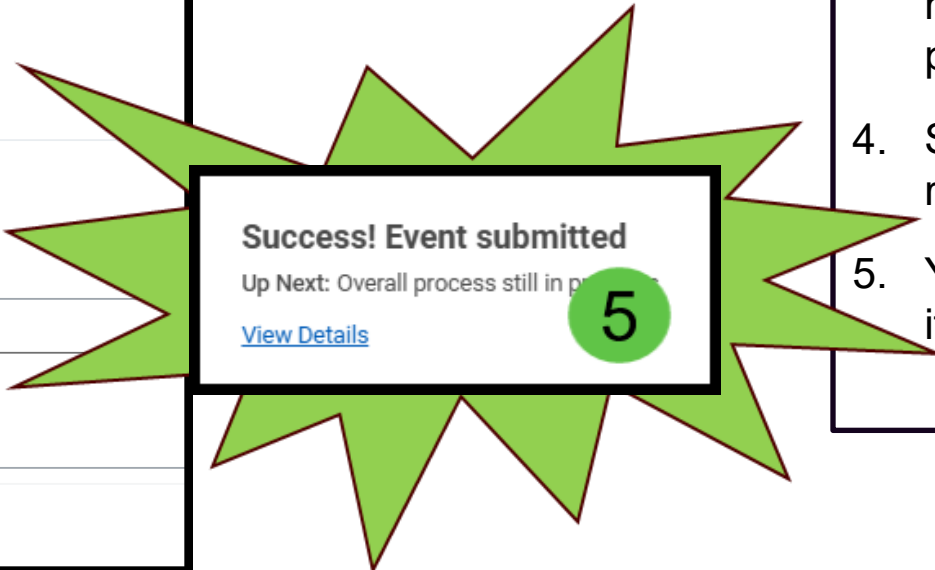
Employee

Rating * **1**

Comment **2**

3

Back **Next** Save

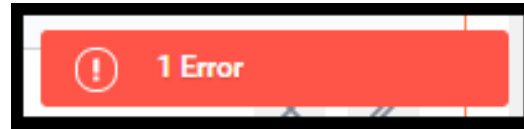


1. Employee is **required** to enter ONE overall rating for the entire annual review.
2. Employee is **required** to include summary comments in the section provided.
3. Select “Next” to review a Summary page of your complete review (ratings & comments). You also have the option to navigate “Back” to prior pages for editing purposes.
4. Select “Submit” after completing your review and making edits.
5. You should receive a “Success” message if completed successfully.

Common Errors

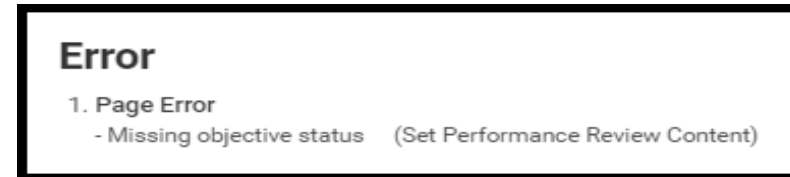
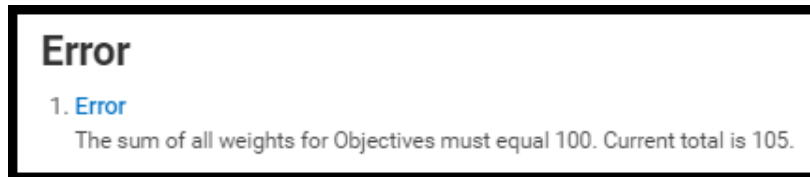
- Ensure that all errors are reviewed and corrected, or the review cannot be submitted successfully.
- The review will NOT submit successfully if ERRORS are present.

If you receive an error message when you submit your review, select the red **Error** button and a description of the error will be displayed.



Most common errors...

- Objective percentages don't equal 100%
- Missing rating
- Missing comment
- Objective status is missing (Ex. "partially complete," "not started," "complete," etc.)



Note: You cannot delete objectives. If an objective is no longer applicable, change the weighting to 0% and adjust the weightings accordingly.



Resources



LinkedIn Learning Resources

For Individual Contributors

[Give yourself an honest Performance Review - 3m video](#)

[Preparing for your Performance Review - 26m course](#)

[Courageous questions to help nail your Performance Review - 44m course](#)

***Must be logged in to LinkedIn account for links to work**

HR Business Partners



**Helen
Leopold**

SVP & CHRO

HRBP Team



**Cindy
Brammer**

Corporate
FIN/IT
LDP Lead



**Erik
Jones**

Surgical, PNS,
Mkt. Access/Corp
Accts., Canada



**Jane
Hern**

Sales
KOA, & FC



**Michelle
Smith**

Operations/Quality
Memphis



**Gabi
Masek**

APAC/EMEA



Maryann Marseglia

Med Edu/Clinical
Compliance/Legal/
Regulatory

Competencies (HOW you perform and have an impact)

People Leaders	Sr. Individual Contributor	Individual Contributor	Sales Professional Surgical Solutions	Sales Professional KOA/FC/PNS
Coaching & Developing others	Adaptability	Adaptability	Account Planning	Account Planning
Leading with Emotional Intelligence	Building Partnerships	Collaboration	Adaptability	Driving for Results - Sales
Creating an Inclusive Environment	Building Trusting Relationships	Continuous Improvement	Advancing Sales Discussions	Emotional Intelligence
Decision Making (Leadership)	Continuous Learning	Managing Work	Building Influential Partnerships	Entrepreneurship
Leading Change	Decision Making	Technical/Professional Knowledge and Skills	Portfolio Management	Product & Clinical Knowledge
Collaboration (Leadership)	Innovation	Valuing Differences	Targeting Sales Opportunities	Technical Professional Knowledge Skills - Selling
Leading through Vision, Integrity & Culture Principles	Technical Professional Knowledge Skills	Working through Vision, Integrity & Culture Principles	Technical Professional Knowledge Skills	Valuing Differences
Business & Financial Acumen	Valuing Differences		Valuing Differences	Working through Vision, Integrity & Culture Principles
Achieving Results	Working through Vision, Integrity & Culture Principles		Working through Vision, Integrity & Culture Principles	