

# Assess Potential – From Workday Profile

## Overview

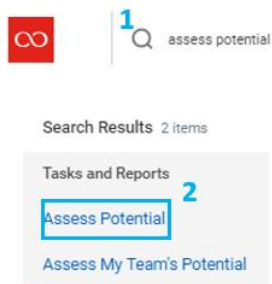
Each year, you will have the opportunity to assess the potential of your team. However, you may want to update potential information throughout the year. This job aid walks through a leader's ability to assess potential on one employee or on his/her entire team.

**Who Does This:** Manager

## Things to Know:

- You can assess potential for one employee or for your entire team.
- You can assess potential or update information you have already completed at any time.
- The Assess Potential information that you complete is not visible to the employee.

## Assess Potential for One Employee

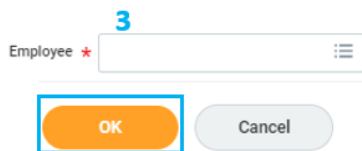


### Step 1

Type Assess Potential in the Workday search bar.

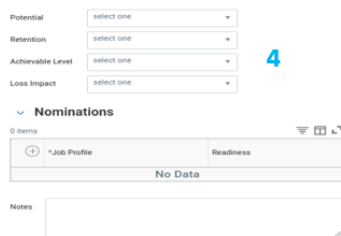
### Step 2

Click on **Assess Potential** from the search results.



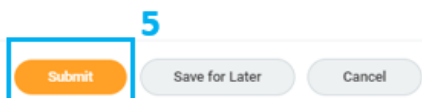
### Step 3

Type the name of the employee that you wish to assess. Click **OK**.



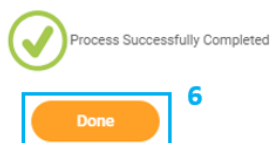
### Step 4

The definitions for each field are included in the help text. Select the dropdown box of each field to complete the potential assessment for the employee. See the last page of this job aid for more details.



### Step 5

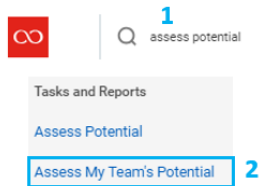
Click submit after you have selected an assessment for each field.



### Step 6

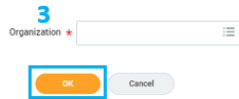
Process is complete. Click **Done**.

## Assess Potential for Your Team

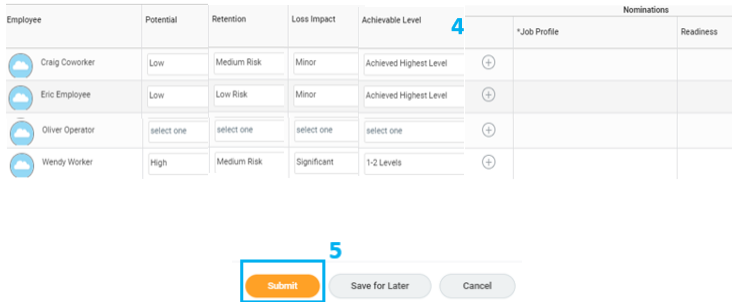


**Step 1**  
Type Assess Potential in the Workday search bar.

**Step 2**  
Click on **Assess My Team's Potential** from the search results.



**Step 3**  
Select your organization from the dropdown list. Click **OK**.

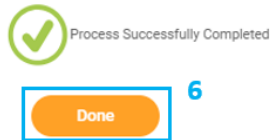


Your entire team will populate in a grid with the last assessment if applicable.

**Step 4**  
Select the dropdown box of each field to complete the potential assessment for each employee. See the last page of this job aid for more details.

**Step 5**  
Click **Submit** when complete.

*NOTE: You do not have to enter information for all team members to submit.*



**Step 6**  
Process is complete. Click **Done**.

## Assess Potential – Definitions

### POTENTIAL

Select the likelihood of the employee developing into a successful leader with expanded responsibilities; choose from:

- Low
- Medium
- High

### ACHIEVABLE LEVEL

Select the employee's ability to advance in relation to his or her current position; choose from:

- Achieved Highest Level
- 1-2 Levels
- 3-4 Levels

### RETENTION

Select the risk of the employee leaving the organization; choose from:

- Low Risk
- Medium Risk
- High Risk

### LOSS IMPACT

Select the impact to the organization if the employee were to leave; choose from:

- Minor Impact
- Moderate Impact
- Significant Impact

### NOMINATIONS (Optional)

Click Add and type the title or partial name of a job that you believe the employee can attain. Also select a readiness level.

### READINESS (Required for each Nomination entered)

Select the readiness level for the position in which you nominated the employee:

- Ready Now
- 1 year
- 2-3 years