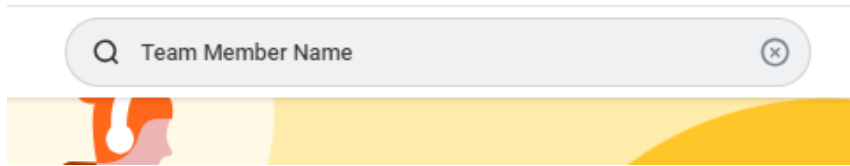


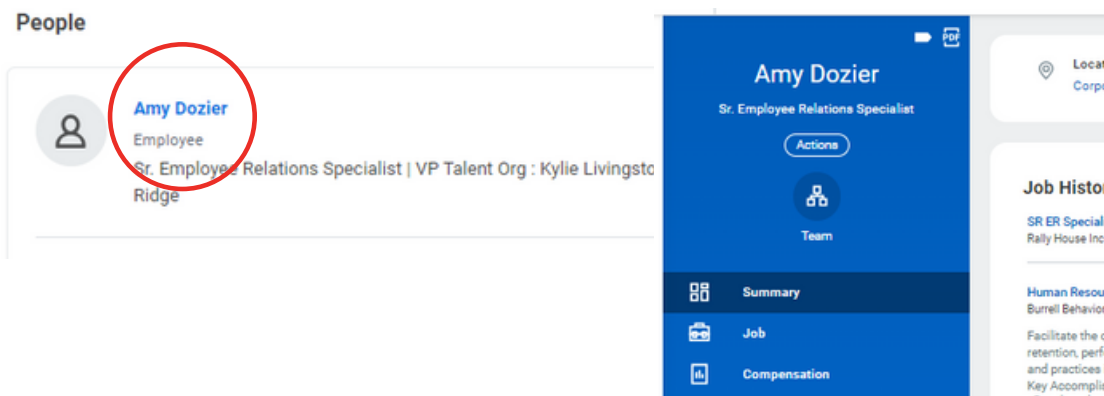
Review Employee Reviews: PIP and CAPs

Use this process to review previous Corrective Action Plans (CAP) or Performance Improvement Plan (PIP) in Workday.

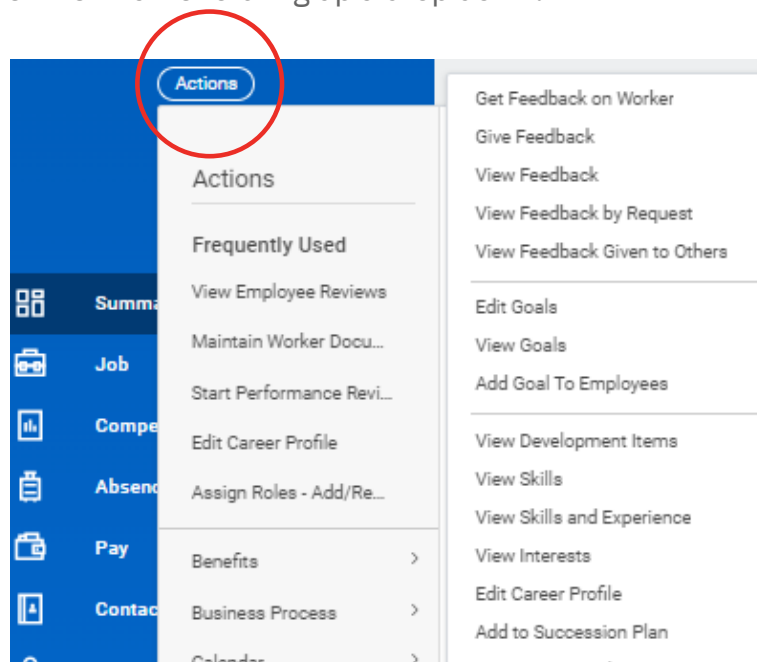
1. Log into Workday, and search for the team member whos review(s) you are wanting to see.



2. Click on the team member name you want to look up the review(s) for to review their employee page/profile.

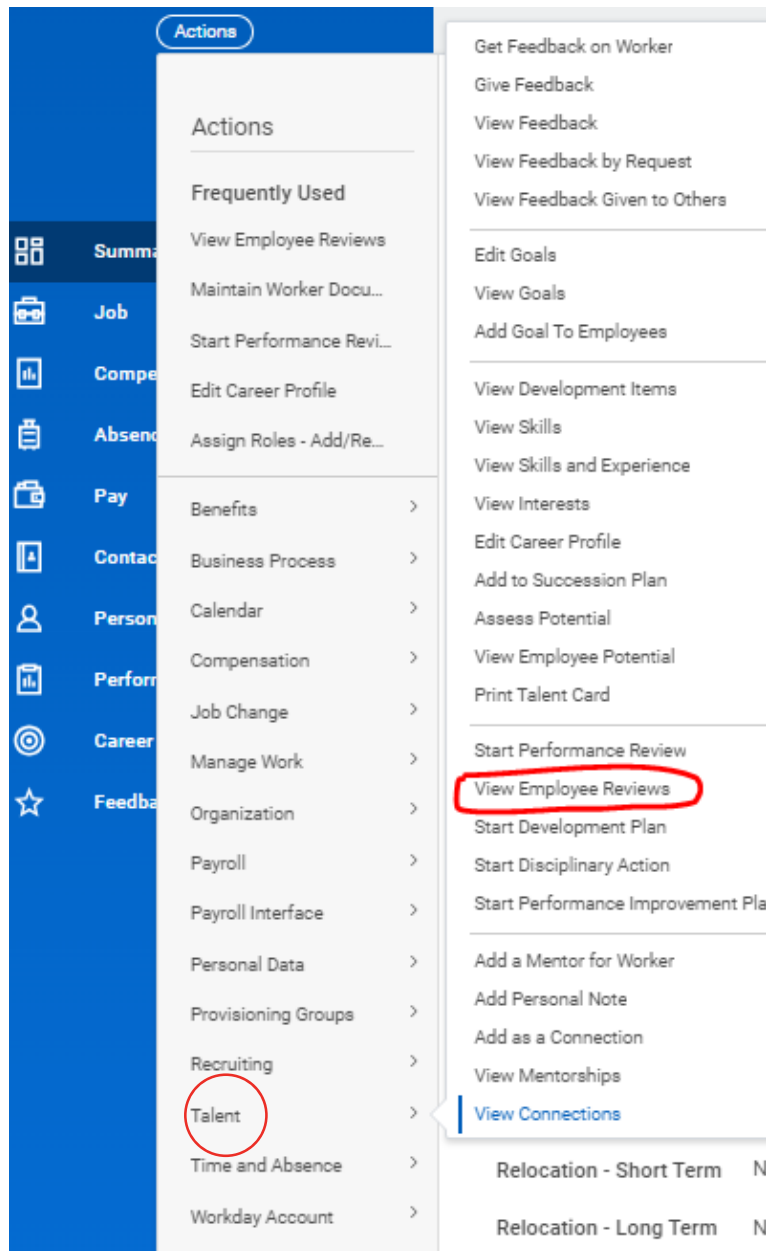


3. Click **Actions** under their name to bring up a drop down.



View Employee Reviews: PIP and CAPs

4. From the drop down, choose **Talent** and then **View Employee Review**.



5. If the team member has any reviews in progress or completed, they will show on the Employee Reviews page.