## **EMPLOYEE-ACKNOWLEDGE EVALUATION**

## ePerformance

Employees are to complete this step after supervisor hosts a performance appraisal meeting with the employee.

Employee Self Service Manager Self Service Analytics & Reporting	Service	erformance	1. 2 2. 3.	Select the <b>Employee Se</b> the dropdown from the homepage. Select the <b>Performance</b> The performance docu under <b>My Current Doc</b> <b>UTRGV Performance E</b>	ervice option from e PeopleSoft e tile. ments will appear uments. Select valuation.
John Smith HR Business Partner			4.	Select the EE Acknowle	edment tab.
My Current Documents 2	My Current Docume	nts	_		3
My Historical Documents Evaluations of Others Historical Evaluations of Others	Document Type UTRGV Performance Evalu	Document Status	s edgement	Period Begin / Period End 03/01/2020 03/01/2020	Next Due Date           03/01/2020         >
Manager Evaluation - Acknowledge   John Smith					
Section 6 - Employee Comments				<ul><li>5. Add employee comments if necessary.</li><li>6. Click Acknowledge.</li></ul>	
Employee Comments 🔀 🖘 🚿	Font - Size - B I	U := := <u>A</u> - <u>O</u> - ==	_ <b>₹</b>	7. Select Confirm to c	omplete this process.
Acknowledge Review Held ×					
		You have reviewed t	chosen to ackno his document. nfirm	wledge that you and your m Cancel	anager have <b>7</b>