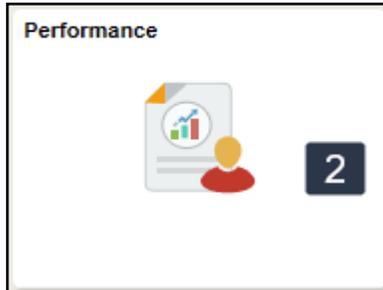


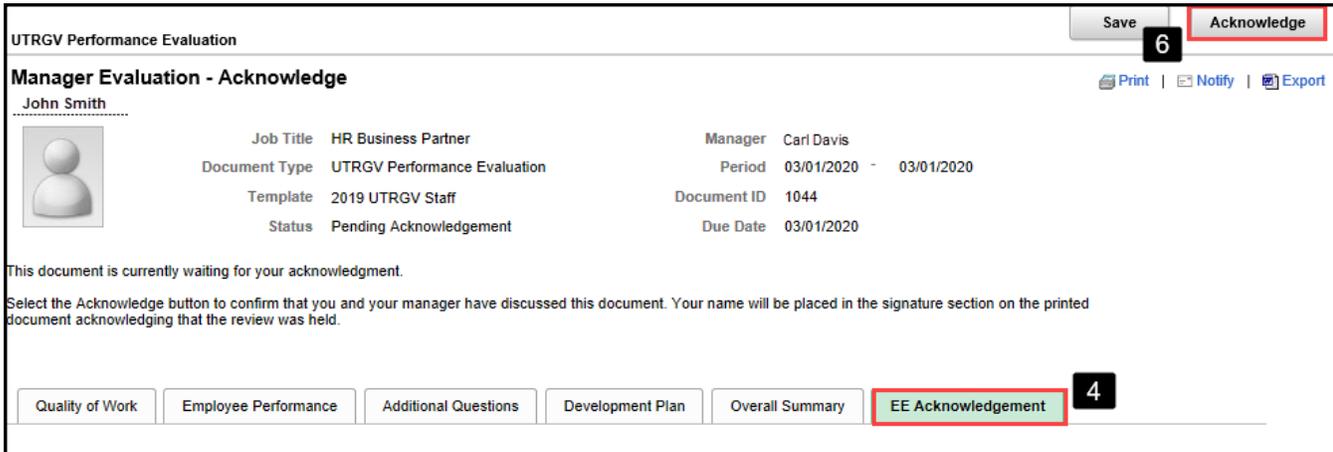
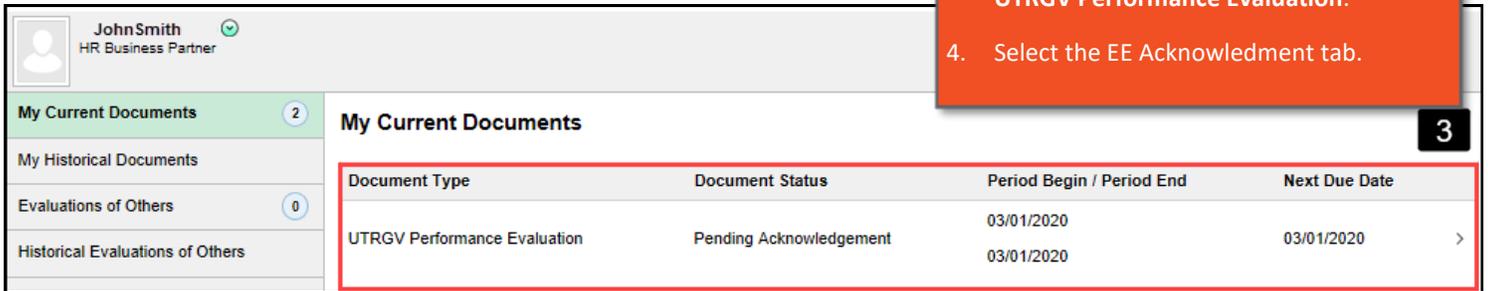
EMPLOYEE-ACKNOWLEDGE EVALUATION

ePerformance

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



1. Select the **Employee Service** option from the dropdown from the PeopleSoft homepage.
2. Select the **Performance** tile.
3. The performance documents will appear under **My Current Documents**. Select **UTRGV Performance Evaluation**.
4. Select the **EE Acknowledgment** tab.



5. Add employee comments if necessary.
6. Click Acknowledge.
7. Select Confirm to complete this process.

