



Employee Self – Evaluation ePerformance

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Overview

The Employee Self Evaluation - AP allows an employee to complete self-assessment on his/her job performance for AP role. This step is to be completed prior to the supervisor hosting a performance appraisal meeting with employee.

Employee Accesses PeopleSoft

Employee Completes Self Evaluation

- This section requires employees to rate him/herself in **Quality of Work, Employee Performance, Compliance Questions, Supervisor Performance Factors** (if applicable), complete a **Development Plan and Performance, New Year's Goals** for AP employees.

Employee Submits Evaluation to Manager

- Submission Generates Email to Manager

Manager & Employee:
 One on One Meeting

Manager Requests Acknowledgement from Employee

- Requesting Acknowledgement generates an email to Employee

Employee Acknowledges (Or Manager Overrides)

- Acknowledgement generates an email to Manager

Manager Completes Evaluation

- Completion generates an email to Manager and Employee

Evaluation available in 'Historical Documents'



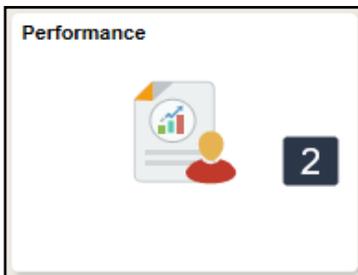
Step 1 of 13 – Employee Self Service

Select the **Employee Self Service** option from the dropdown in the PeopleSoft homepage.



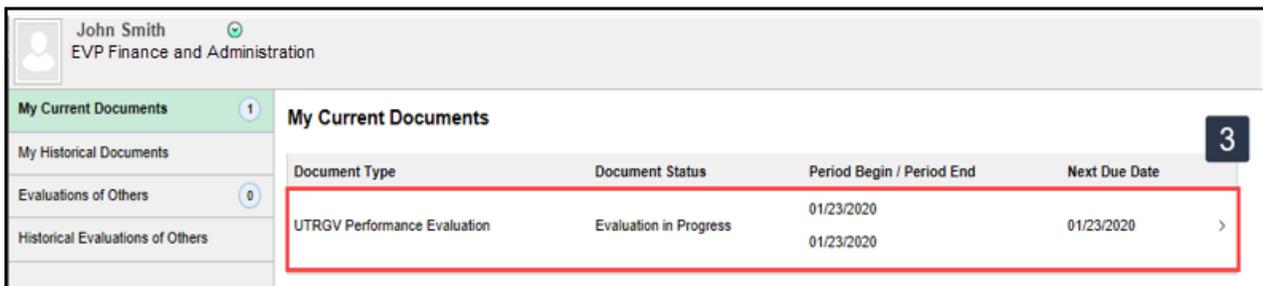
Step 2 of 13 – Performance Tile

Select the **Performance** tile.



Step 3 of 13 – My Current Documents

The performance documents will appear under **My Current Documents**. Select UTRGV Performance Evaluation.





Step 4 of 13 – Verify

Be sure to verify employee information.

UTRGV Performance Evaluation

Manager Evaluation - In Progress 4

John Smith



Job Title	EVP Finance and Administration	Manager	Carl Davis
Document Type	UTRGV Performance Evaluation	Period	01/22/2020 - 01/22/2020
Template	A&P Evaluation: 2019	Document ID	1041
Status	Evaluation in Progress	Due Date	01/22/2020

Step 5 of 13 – Performance

Select the **Performance** tab.

Performance

Next Year's Goals

Overall Summary

EE Acknowledgement

▼ Section 1 - Evidence of Performance

Expand | Collapse

- ▶ Leadership Skills, Innovation, & Commitment to Improvement
- ▶ Good Fiscal and/or Administrative Management
- ▶ Team Building/Motivation, Collaboration, and Communication
- ▶ Commitment to Service and Student Success

Step 6 of 13 – Expand

Expand to see all sections.

Performance

Next Year's Goals

Overall Summary

EE Acknowledgement

▼ Section 1 - Evidence of Performance

Expand | Collapse

- ▶ Leadership Skills, Innovation, & Commitment to Improvement
- ▶ Good Fiscal and/or Administrative Management
- ▶ Team Building/Motivation, Collaboration, and Communication
- ▶ Commitment to Service and Student Success



Step 7 of 13 – Comments

Enter **Comments**.

▼ Leadership Skills, Innovation, & Commitment to Improvement

Description : Top Accomplishments

Provide two to three examples of the years' top accomplishments and demonstrating leadership skills that provides direction connected to our UTRGV values, build an inspiring vision that aligns with UTRGV's mission, and are creators of original ideas for the betterment of the UTRGV community. In addition to providing guidance, include examples of employee's management skills.

EXAMPLE: Employee has created vital programming for his department, ensured his team were subject experts and coached them to train the UTRGV community

Employee Comments

Step 8 of 13 – Additional tabs

Repeat steps 6-8 for the following tabs:

- a. **New Year's Goals**
- b. **Overall Summary**
- c. **EE Acknowledgement**

Performance | Next Year's Goals | Overall Summary | EE Acknowledgement

5 A B C

▼ Section 1 - Evidence of Performance

Expand | 6 | Collapse

▼ Leadership Skills, Innovation, & Commitment to Improvement

Description : Top Accomplishments

Provide two to three examples of the years' top accomplishments and demonstrating leadership skills that provides direction connected to our UTRGV values, build an inspiring vision that aligns with UTRGV's mission, and are creators of original ideas for the betterment of the UTRGV community. In addition to providing guidance, include examples of employee's management skills.

EXAMPLE: Employee has created vital programming for his department, ensured his team were subject experts and coached them to train the UTRGV community

Employee Comments

7

Step 10 of 13 – Overall Summary tab

Select the **Overall Summary** tab.



Step 11 of 13 – Comments

Enter **Employee Comments**.

Step 12 of 13 – Save

Select **Save**. This allows you to save where you are and come back later to edit.

Step 13 of 13 – Complete

If you are done with your self- evaluation, click **Complete**.