



## Employee Self – Evaluation ePerformance

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## Overview

The Employee Self Evaluation allows an employee to complete self-assessment on his/her job performance. These steps are 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

Evaluation available in 'Historical Documents'



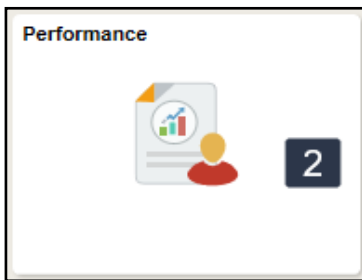
### Step 1 of 15 – Employee Self Service

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



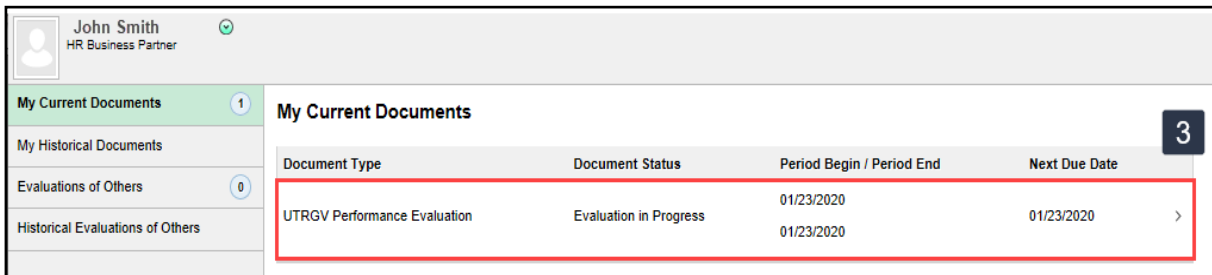
### Step 2 of 15 – Performance Tile

Select the **Performance** tile.



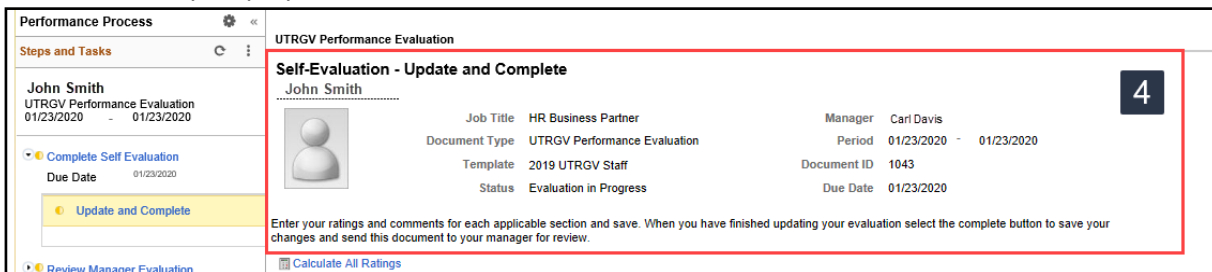
### Step 3 of 15 – My Current Documents

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



### Step 4 of 15 – Verify

Be sure to verify employee information.





## Step 5 of 15 – Quality of Work

Select the **Quality of Work** tab.

## Step 6 of 15 – Expand

Expand to see all sections of competencies.

## Step 7 of 15 – Ratings

Choose from ratings to rate yourself.

1 = Unsatisfactory to 5= Exceptional

## Step 8 of 15 – Comments

Enter **Comments**.

## Step 9 of 15 – Comments

Repeat steps 6-8 for the following tabs:

- a. **Employee Performance**
- b. **Additional Questions**
- c. **Development Plans**

UTRGV Performance Evaluation

**Self-Evaluation - Update and Complete**  
changes and send this document to your manager for review.

5 Calculate All Ratings

a Employee Performance    b Additional Questions    c Development Plan    Overall Summary

6 Section 6 Quality of Work Analysis: Essential Functions

Expand Collapse

Essential Function #1

Description : Identify and describe an essential job responsibility of the position.  
In support of the rating given, describe how you perform this duty and provide specific work examples.

7 Employee Rating: 3.00  
1- Unsatisfactory  
2- Inconsistent  
3- Satisfactory  
4- Periodic Exceptional  
5- Exceptional

8 Employee Comments: Satisfactory work for essential function 1.

Created By: Template    Last Modified By:    01/23/2020 11:03AM    01/23/2020 11:26AM



### Step 10 of 15 – Calculator


Click on the calculator icon to calculate the average for the Employee Rating.


### Step 11 of 15 – Comments

Enter **Comments**.

Quality of Work Analysis: Essential Functions Summary

Summary Weight 55 %

Employee Rating 3- Satisfactory 3.00  **10**

Employee Comments 

Add additional comments **11**

### Step 12 of 15 – Overall Summary tab

Select the **Overall Summary** tab.

### Step 13 of 15 – Calculator

Click on the calculator to calculate the total average rating for all competencies.

### Step 14 of 15 – Comments

Enter **Overall Summary** comments.



**Performance Process**

**Steps and Tasks**

- John Smith
- UTRGV Performance Evaluation
- 01/24/2020 - 01/24/2020 [Overview](#)
- Complete Self Evaluation
- Due Date 01/24/2020
- Update and Complete
- Review Manager Evaluation
- Due Date 01/24/2020

**UTRGV Performance Evaluation**

**Self-Evaluation - Update and Complete**

**John Smith**

Job Title: HR Business Partner  
Document Type: UTRGV Performance Evaluation  
Template: Staff Evaluation: 2019  
Status: Evaluation in Progress

Manager: Carl Davis  
Period: 01/24/2020 - 01/24/2020  
Document ID: 1046  
Due Date: 01/24/2020

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

**Calculate All Ratings**

Quality of Work | Employee Performance | Additional Questions | Development Plan | **Overall Summary**

Section 5 - Overall Summary

Employee Rating: 3- Satisfactory 3.00

Employee Comments: An overall summary comments.

### Step 15 of 15 – Save

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