



Employee Self – Evaluation ePerformance

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Overview

The Employee Self Evaluation - Supervisor allows an employee to complete self-assessment on his/her job performance and Supervisor 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

Evaluation available in 'Historical Documents'



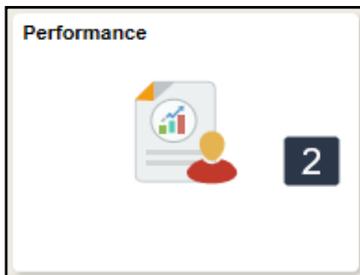
Step 1 of 13 – Employee Self Service

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



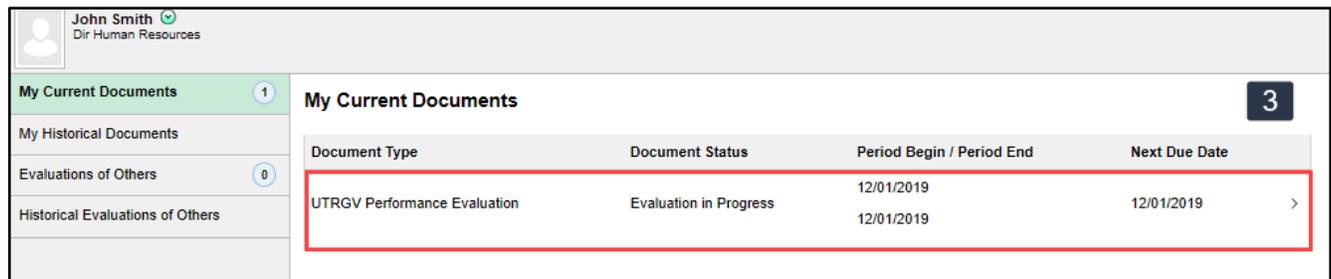
Step 2 of 13 – Performance Tile

Select the **Performance** tile.



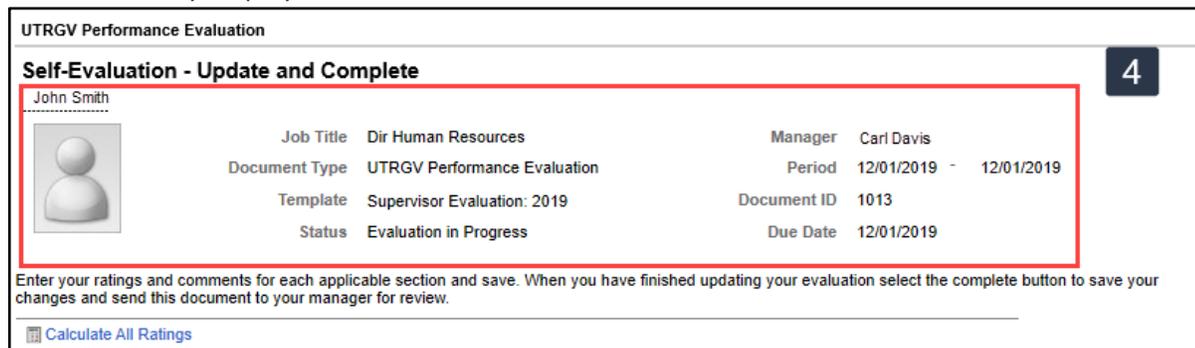
Step 3 of 13 – My Current Documents

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



Step 4 of 13 – Verify

Be sure to verify employee information.





Step 5 of 13 – Quality of Work

Select the **Quality of Work** tab.

Quality of Work | Employee Performance | Manager Performance | Additional Questions | Development Plan | Overall Summary | EE Acknowledgement

▼ Section 1 - Quality of Work Analysis: Essential Functions

Expand | Collapse

▶ Essential Function #1

▶ Essential Function #2

▶ Essential Function #3

Quality of Work Analysis: Essential Functions Summary

Step 6 of 13 – Expand

Expand to see all sections of competencies.

Quality of Work | Employee Performance | Manager Performance

▼ Section 1 - Quality of Work Analysis: Essential Functions

Expand | Collapse

▶ Essential Function #1

Step 7 of 13 – Ratings

Choose from ratings to rate yourself.

1 = Unsatisfactory to 5= Exceptional

Step 8 of 13 – Comments

Enter **Comments**.

Step 9 of 13 – Comments

Repeat steps 6-8 for the following tabs:

- Employee Performance
- Manager Performance
- Additional Questions
- Development Plan
- Overall Summary



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

5 A B C D E

Section 3 - Supervisor Performance Factors

Expand 6

Policy Knowledge

Leadership Ability

Description : Does the supervisor effectively motivate and engage his/her direct reports? Does the supervisor create an opportunity for direct reports to provide feedback on his/her work and operations? How well does this supervisor manage conflict?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

7

Employee Rating 0.00

Employee Comments

1- Unsatisfactory
2- Inconsistent
3- Satisfactory
4- Periodic Exceptional
5- Exceptional

8

Comments

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Step 10 of 13 – Overall Summary tab

Select the **Overall Summary** tab.

Step 11 of 13 – Calculator

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

Step 12 of 13 – Comments

Enter **Employee Comments**.

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

10

Section 6 - Overall Summary

Employee Rating 3- Satisfactory 3.00

Employee Comments

Add additional comments

11

12



Step 13 of 13 – Save

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