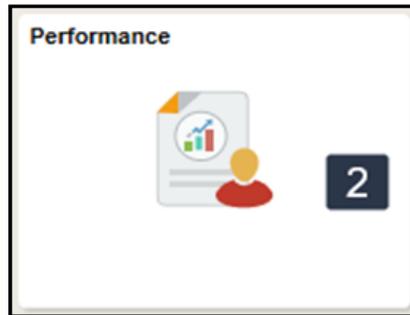


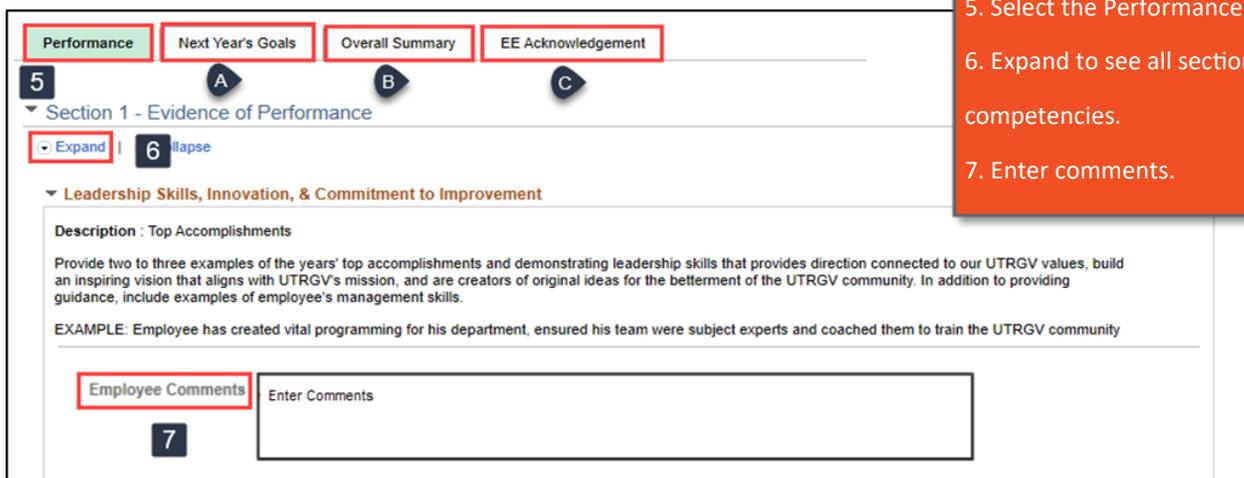
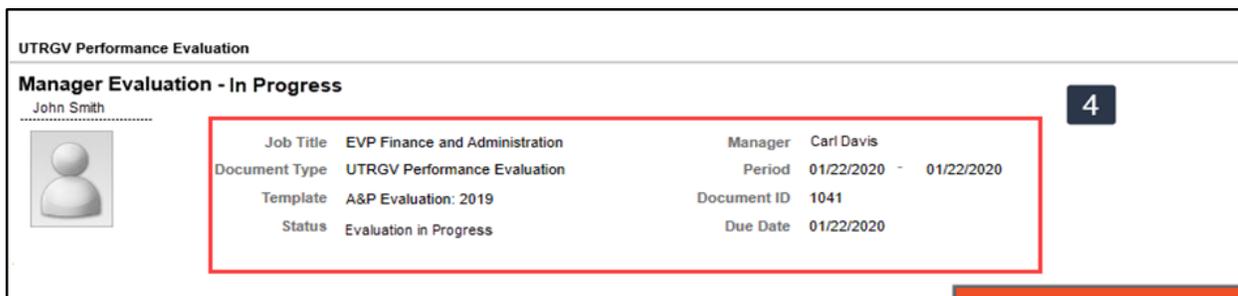
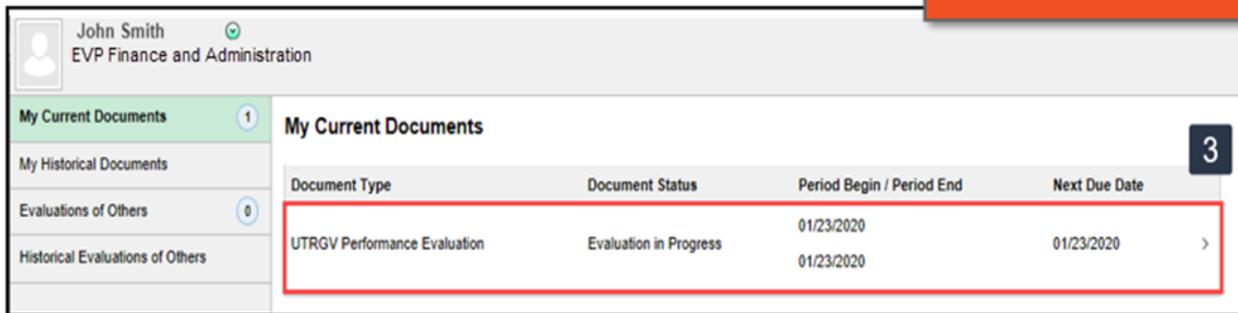
EMPLOYEE-SELF EVALUATION

ePerformance

The Employee Self Evaluation– AP allows an employee to complete a self-assessment on his/her job performance for AP role. These steps are to be completed prior to the supervisor hosting a performance appraisal meeting with 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. Be sure to verify employee information.



5. Select the Performance tab.
6. Expand to see all sections of competencies.
7. Enter comments.

EMPLOYEE-SELF EVALUATION

ePerformance

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

Section 3 - Overall Summary **10**

Employee Comments Enter Comments **11**

10. Select the Overall Summary tab.

11. Enter Employee comments.

UTRGV Performance Evaluation **12** Save Complete **13**

Manager Evaluation - In Progress

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

Print | Notify | Exp

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

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