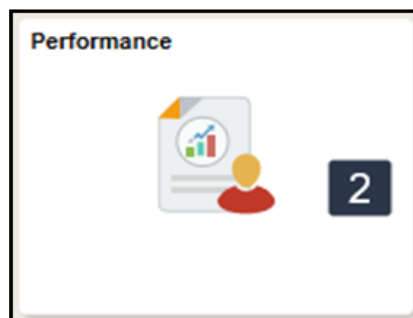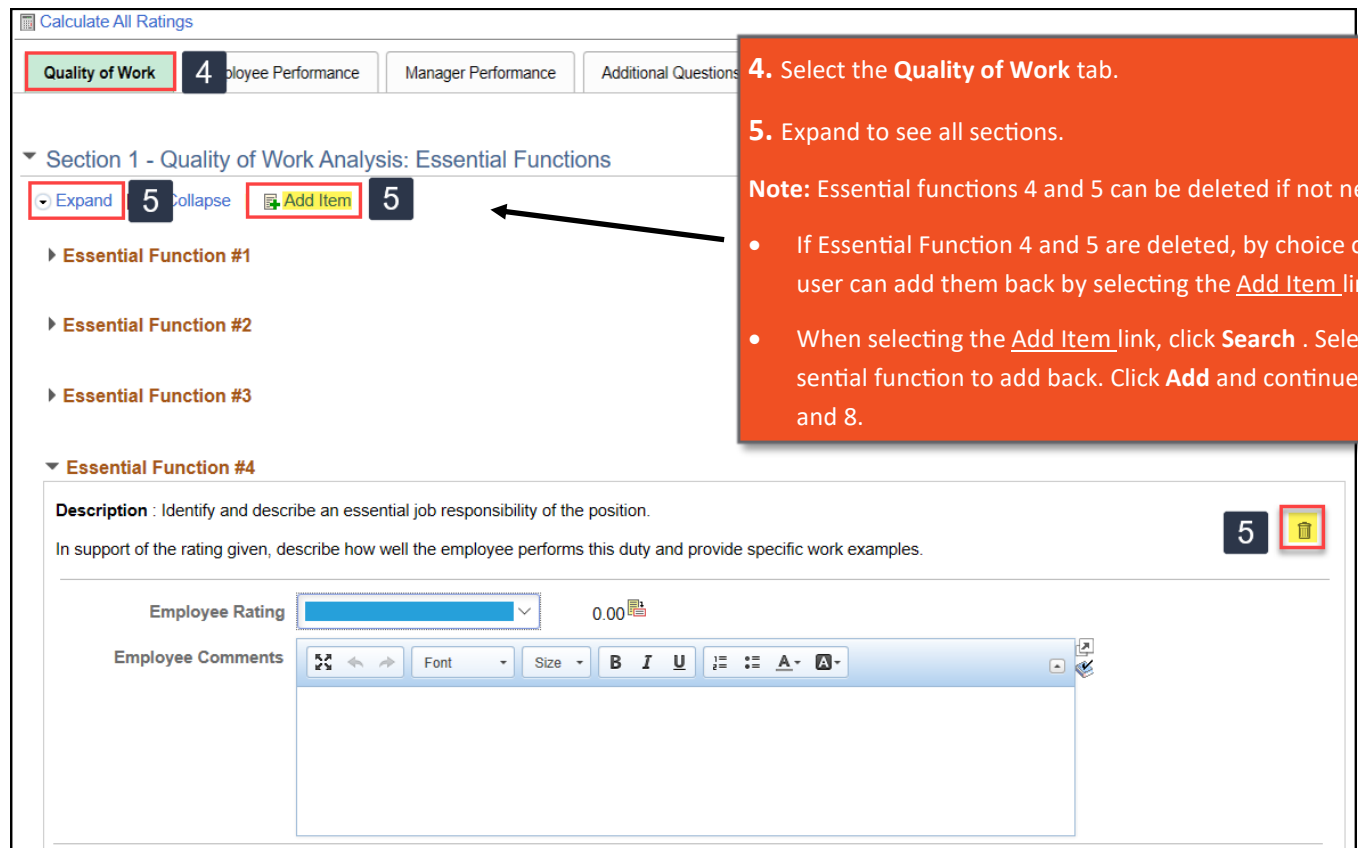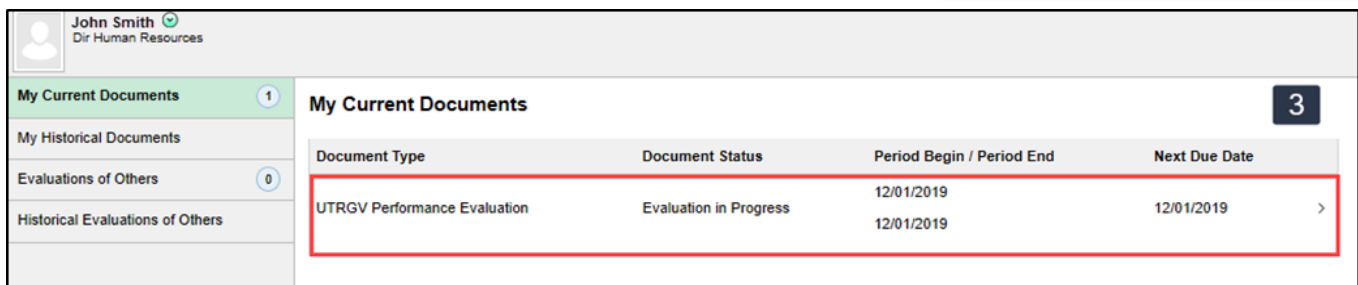# EMPLOYEE-SELF EVALUATION

ePerformance

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

1. Select the **Employee Self 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**.

John Smith
Dir Human Resources

My Current Documents	1
My Historical Documents	
Evaluations of Others	0
Historical Evaluations of Others	

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
UTRGV Performance Evaluation	Evaluation in Progress	12/01/2019 12/01/2019	12/01/2019

Calculate All Ratings

| Quality of Work | Employee Performance | Manager Performance | Additional Questions |

Section 1 - Quality of Work Analysis: Essential Functions

Expand   Collapse   Add Item

▶ Essential Function #1

▶ Essential Function #2

▶ Essential Function #3

▼ Essential Function #4

4. Select the **Quality of Work** tab.

5. Expand to see all sections.

Note: Essential functions 4 and 5 can be deleted if not needed.

- If Essential Function 4 and 5 are deleted, by choice or mistake user can add them back by selecting the Add Item link.

- When selecting the Add Item link, click **Search** . Select the essential function to add back. Click **Add** and continue to steps 7 and 8.

Description : Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

Employee Rating   0.00

Employee Comments

EMPLOYEE-SELF EVALUATION

ePerformance

Calculate All Ratings

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

A   **B**   **C**   **D**   **8**

▼ Section 1 - Quality of Work Analysis: Essential Functions

⊙ Expand | ⊙ Collapse | 🔖 Add Item

▶ **Essential Function #1**

▶ **Essential Function #2**

▶ **Essential Function #3**

▼ **Essential Function #4**

Description : Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples

6   Employee Rating [_____ ▼]   0.00

7   Employee Comments   [toolbar: Font ▼ | Size ▼ | **B** *I* U | ☰ ☰ | A▾ A▾]

6. Choose from ratings to rate yourself.

7. Enter comments.

8. Repeat steps 7-8 for the following tabs:
- a. Employee Performance
- b. Manager Performance
- c. Additional Questions
- d. Development Plan

10. Select the Overall Summary tab.

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

12. Enter Employee comments.

| ...rmance | Additional Questions | Development Plan | **Overall Summary** |

10

Employee Rating   3- Satisfactory   3.00   **11**

Employee Comments   [toolbar: Font ▼ | Size ▼ | **B** *I* U | ☰ ☰ | A▾ A▾ ▦]

Add additional comments

12

UTRGV Performance Evaluation

13 [Save]   [Complete] **14**

Self-Evaluation - Update and Complete
John Doe

🖨 Print | ✉ Notify | 📄 Export

Job Title	Dir Human Resources	Manager	Carl Davis
Document Type	UTRGV Performance Evaluation	Period	12/01/2019 - 12/01/201...
Template	Supervisor Evaluation: 2019	Document ID	1013
Status	Evaluation in Progress	Due Date	12/01/2019

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

Calculate All Ratings

| Quality of Work | Employee Performance | Manager Performance | Additional Questions | Development Plan | Overal... |

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

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