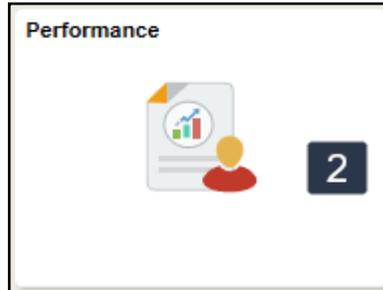


# EMPLOYEE-SELF EVALUATION

## ePerformance

The Employee Self Evaluation allows an employee to complete self assessment on his/her job performance. This step is to be completed prior to performance appraisal meeting.

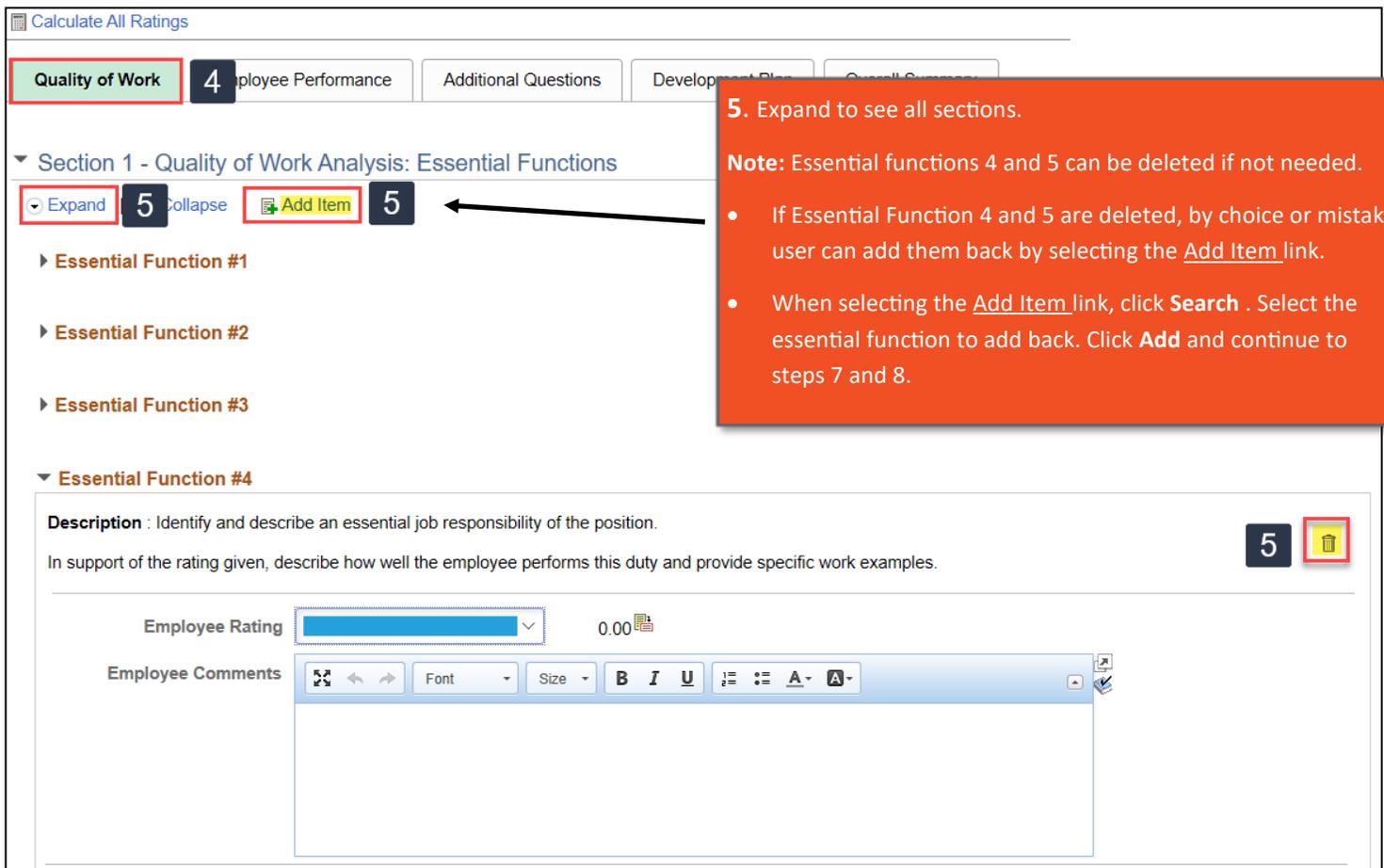
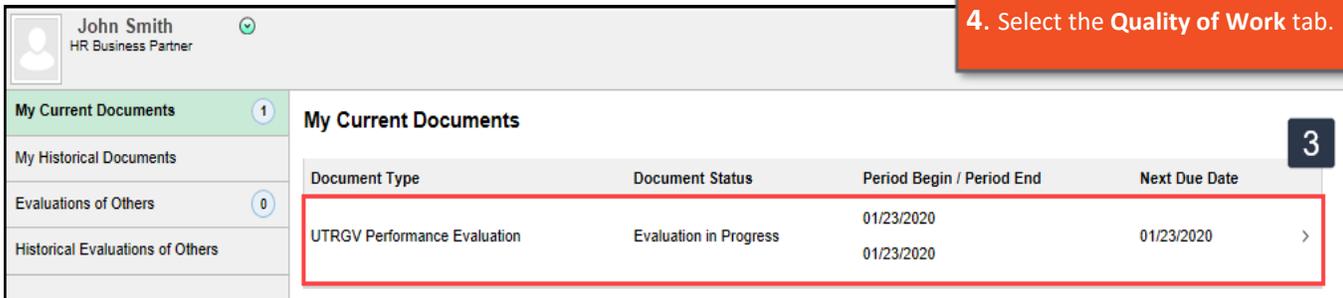


1. Select the **Employee Self Service** option from the dropdown in the PeopleSoft homepage.

2. Select the **Performance** tile.

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

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.

# EMPLOYEE-SELF EVALUATION

## ePerformance

Calculate All Ratings

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

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

6 Employee Rating 0.00

7 Employee Comments

- 6. Choose from ratings to rate yourself.
- 7. Enter comments.
- 8. Repeat steps 7-8 for the following tabs:
  - a. Employee Performance
  - b. Additional Questions
  - c. Development Plan

Due Date 01/24/2020

Calculate All Ratings

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

9

Section 5 - Overall Summary

3- Satisfactory 3.00

10

11

An overall summary comments.

The option to select Calculate All Ratings to calculate the total average rating is also available.

- 9. Select the Overall Summary tab.
- 10. Click on the calculator to calculate the total average rating for all competencies.
- 11. Enter overall summary comments.

Performance Process

UTRGV Performance Evaluation

Self-Evaluation - Update and Complete

John Smith

Job Title HR Business Partner | Manager Carl Davis

Document Type UTRGV Performance Evaluation | Period 01/24/2020 - 01/24/2020

Template Staff Evaluation: 2019

Status Evaluation in Progress

12 Save

13 Complete

Print | Notify | Export

Enter your ratings and comments for each applicable section and save. When changes and send this document to your manager for review.

- 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.