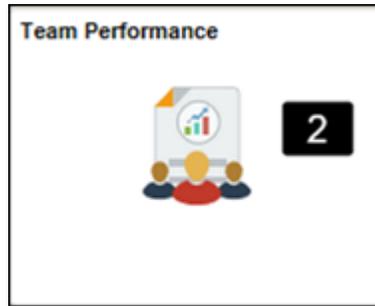


# MANAGER SELF SERVICE– EVALUATION PROCESS

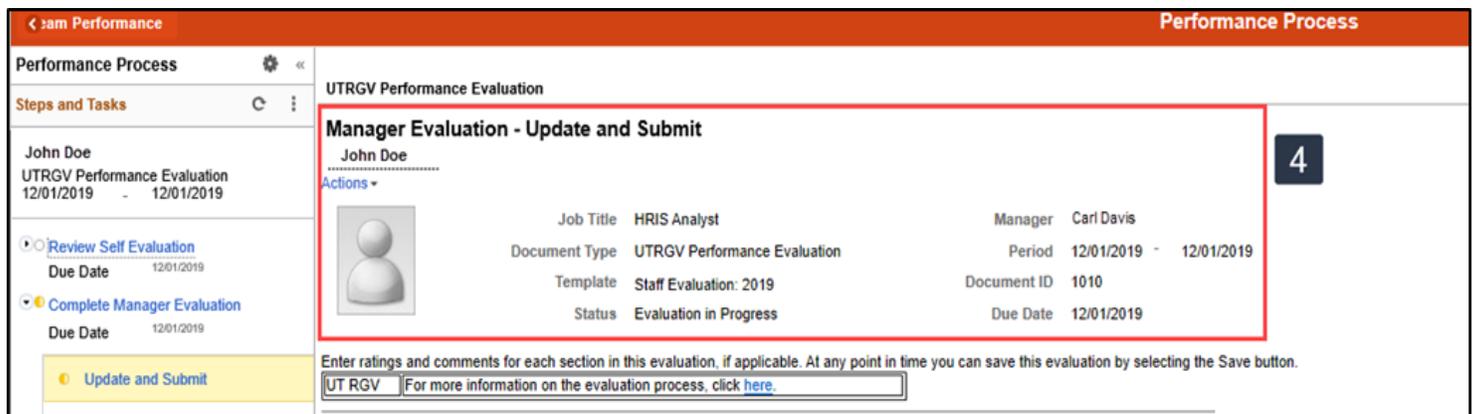
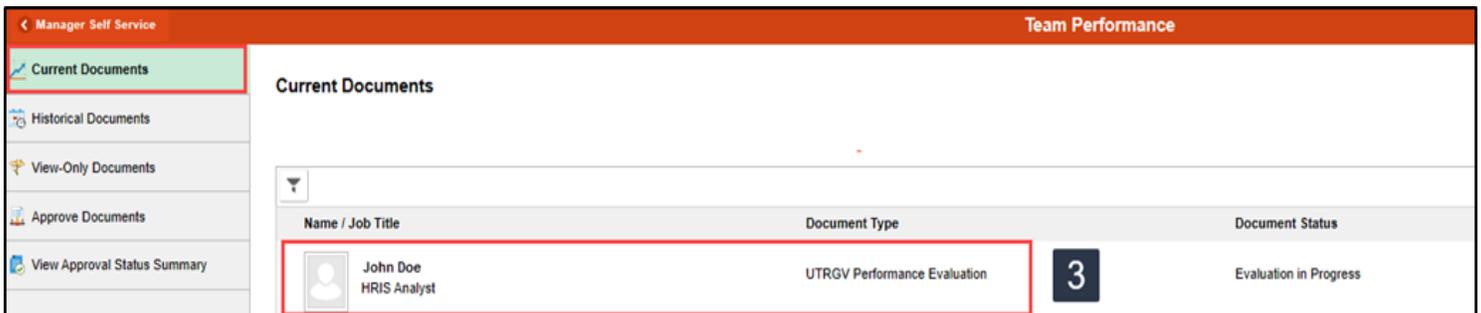
## ePerformance

The Manager Self Service appraisal process consists of rating, providing feedback for each criteria, meeting with employee, and an overall summary when evaluating the employees work performance.

Follow these steps to complete this process.



1. Select the **Manager Self Service** option from the dropdown from the PeopleSoft homepage.
2. Select the **Team Performance** tile.
3. Select **Current Documents**.
4. Be sure to verify employee information.



# MANAGER SELF SERVICE– EVALUATION PROCESS

## ePerformance

**Manager Evaluation - Update and Submit**

Quality of Work **5** Employee Performance Manager Performance Additional Questions

Section 1 - Quality of Work Analysis: Essential Functions

Expand **6** Collapse Add Item **5**

- Essential Function #1
- Essential Function #2
- Essential Function #3
- Essential Function #4
- Essential Function #5

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.

Manager Rating: 0.00

Manager Comments

**5**

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

**Note:** Essential Function #4 and #5 must be deleted if not needed. Select the trash icon to delete essential functions.

- 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.

6. Click **Expand** to see all.

**Note:** Some employees may have additional tabs based on additional roles. For, example, Supervisors include **Manager Performance** tab.

**Manager Evaluation - Update and Submit**

Quality of Work Employee Performance **A** Manager Performance **B** Additional Questions **C** Development Plan **D** Overall Summary EE Acknowledgement

Section 1 - Quality of Work Analysis: Essential Functions

Expand Collapse Add Item

- Essential Function #1
- Essential Function #2
- Essential Function #3
- Essential Function #4
- Essential Function #5

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.

**7** Manager Rating: 0.00

**8** Manager Comments

7. Rate the employee on each section.

8. Enter **Manager Comments**.

9. Follow steps 6-8 for the following tabs:

A. Employee Performance

B. Manager Performance

C. Additional Questions

D. Development Plan

# MANAGER SELF SERVICE– EVALUATION PROCESS

## ePerformance

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

Section 5 - Overall Summary **10**

Manager Rating 3- Satisfactory 3.00 **11**

Manager Comments **12**

Employee Rating

Employee Comments

Attachments

No Attachments have been added to this document

+ Add Attachment **13**

- 10.** Select the Overall Summary tab.
- 11.** Use the calculator icon to calculate the overall average rating.
- 12.** Add comments to the overall summary.

UTRGV Performance Evaluation **14** Save Submit for Approval **15**

Manager Evaluation - Update and Submit

John Doe

Actions

Job Title	HRIS Analyst	Manager	Carl Davis
Document Type	UTRGV Performance Evaluation	Period	12/01/2019 - 12/01/2019
Template	Staff Evaluation: 2019	Document ID	1010
Status	Evaluation in Progress	Due Date	12/01/2019

**Submit for Approval**

Select confirm to submit this document for approval.

Once you select confirm the document will be routed to the appropriate individuals for approval and they will be notified when this document has been approved.

The overall rating you have assigned to this employee is 3- Satisfactory.

**Confirm** Cancel

- 13.** (As Needed Step) Add Attachments.
- 14.** Select **Save**. This allows you to save where you are and come back later to edit.
- 15.** If you are done with the evaluation, click **Submit for Approval** to the Next Supervisor.