Date: 11/19/2021

Overview/Description

This document provides step-by-step instructions on how the **Employee Completes Self Evaluation** on the Performance Process page. The Employee will rate themselves on their performance and add their comments to the document. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Review Participants Evaluation

Instructions

- 1. **Employee Completes Self Evaluation** allows the Employee to rate themselves on their performance and add comments to the Performance Evaluation.
 - 1.1. Employee logs in under Employee Self Service and click on the Performance tile that shows the number of Evaluation Requests.

Navigation

Navigator > Self Service > Performance Management > My Performance Documents > Current Documents



a. The Employee will have Annual Review document listed in **My Current Documents** page. Please ensure the correct document is selected for the review period.

C Employee Self Service				Performance		
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My Current Documents	1	My Current Documents			Create Docu	ument
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b. The Employee will complete the **Self-Evaluation** by clicking on each tab and rating themselves accordingly.

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c. The option to submit attachments is available along with choosing the attachment audience (i.e. Employee Only or Employee and Manager).

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d. The Employee will rate their performance on Goals, Job Duties, Performance Factors, USG Core Values/ Institutional Values.

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ePerformance Employee Completes Self Evaluation Training Aid

Date: 11/19/2021

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ePerformance Employee Completes Self Evaluation Training Aid

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