Overview/Description

This document provides step-by-step instructions on how to navigate to Review Employee Self Evaluation on the Performance Process page. This page is used by the Manager to view the Employee’s Self Evaluation. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Employee Completes Self Evaluation

Instructions

1. Review Employee Self Evaluation for Performance Process Page

   1.1. Review Employee Self Evaluation gives the Manager the opportunity to review the Employee’s Self Evaluation. The Manager will rate the Employee’s performance and add their comments to the Performance Evaluation. Ratings of “1” or “5” should require comments from the Manager.

Navigation

Manager Self Service > Team Performance > Current Documents
a. The Manager **Reviews Employee Self Evaluation** by clicking on each tab and reviewing the Employee’s ratings and comments.

![Image of ePerformance Review Employee Self Evaluation for Manager Training Aid](image)

b. The Manager is able to provide ratings and comments to the Employee’s **Self Evaluation**. Ratings of “1” or “5” will require comments from the Manager.
c. The option to submit attachments is available along with choosing the attachment audience (i.e. Employee Only or Employee and Manager).

Performance Factors tab

Employee checks in daily with the team and reviews schedule. Email turn around for the employee is less than 24 hours.

Always ask questions to make sure I am clear on the assignment.

Employee answers all of our clients questions and provides details also.
Overall Summary tab

As Employee continues to become acclimated to the work environment and values of the university, more tasks will be assigned to the Employee.

The Employee has great customer service skills.

d. The Ethics Compliance and Professional Development tabs allow the Manager to Add Your Own Item and define as No, Not Applicable, or Yes.
Add Your Own Item

- Title: UNIVERSITY STANDARDS
- Description: Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
- Status:
  - No
  - Not Applicable
  - Yes

Ethics Compliance tab with Added Items

- UNIVERSITY STANDARDS
  - Description: Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
  - Status: Yes

- ACT AS A RESOURCE
  - Description: Act as good stewards of the resources and information entrusted to our care.
  - Status: Not Applicable
Professional Development tab with Added Items

Final Remarks tab
e. The Manager will need to save the Performance Evaluation to capture ratings and comments after completing each tab. All tabs must be completed before sharing with the Employee.