A Guide for Employee Self-Evaluation

Self-Evaluation (optional)

- Self-Evaluation will be initiated once goals and competencies are updated and submitted.
- The employee self-evaluation allows an employee to complete selfassessment on his/her job performance, including details on ability to meet goals and performance factors.
- > Evaluate the goals and rate competencies set by the manager.
- Provide an overall evaluation summary.



Employee - Self Evaluation

The Employee Self Evaluation allows an employee to provide feedback on his/her job performance. This step is optional and managers do not have to wait for the employee to complete the self evaluation.

| Employee Self Service I Employee Self Service Manager Self Service Workforce Administrator | Performance | 2 12/31 | From the PeopleSoft has the Employee Self Sen the dropdown. Select the Performance Do appear. Select UTEP Per uation. If your evaluation doe touch base with your confirm if goals have be determine if s/he has the evaluation. | omepage, select rvice option from ce tile. ocuments will erformance Eval- es not appear, supervisor to been set-up or to already started | |
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| Steps and Tasks C Image: Comparison of the program continuation Jorge Lopez UTEP Performance Evaluation 01/11 12/31. Overview • Goal Setting Due Date 0301. Job Title Program Coordinator/ Manager Document Type Manager Luis Perez • Complete Self Evaluation Due Date 12/31. Dob Title Program Coordinator/ Manager Document Type Manager Luis Perez • Optate and Complete Due Date 0300. Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation Bue Date 0300. Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation Bue Date 0300. • Optate 0300. • Calculate All Ratings • Calculate All Ratings • Calculate All Ratings • Calculate All Ratings • Overall Summary | Performance Process 🛛 🏶 « | « | | | | |
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| Jorge Lopez UTEP Performance Evaluation 01/11 * 12/31. Overview • Goal Setting Due Date 0331. • Job Title Program Coordinator/ Manager Document Type UTEP Performance Evaluation Template Clone_Staff Evaluation Due Date 12/31 Manager Luis Perez Period 01/11 * 12/31 Document ID 3750 Due Date 12/31 • Update and Complete • Inter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation Bue Date 0330. • O Review Manager Evaluation Due Date 0330. • Canculate All Ratings • O Review Manager Evaluation Due Date 0330. • Quality of Work Productivity Reliability Teamwork Strengths/Challenges Overall Summary | iteps and Tasks C : | UIEP Performance Evaluation | | | | |
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| Section 1 - UTEP Goal Setting and Develop At the begin of each year, managers provided 3-5 goal discuss the period schedule of the section of each year, managers provided 3-5 goal discuss the period schedule of the section of the secti | | Section 1 - UTEP Goal Setting and Develop discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of each year, managers provided 3-5 goal discuss the section of the secti | | | | |
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Employee - Self Evaluation

| UTEP Performance Evaluation | | |
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| Self-Evaluation - Update and Complete | | |
| Jorge Lopez | | |
| Job Title Program Coordinator/ N | Manager Manager Luis Perez | |
| Document Type UTEP Performance Eva | aluation Period 01/11 - 12/31 | |
| Template Clone_Staff Evaluation | Document ID 3750 | |
| Status Evaluation in Progress | Due Date 12/31 | |
| Enter ratings and comments for each section where applicable. To save o | changes made to the evaluation select the Save button. When finished updating the evaluation, | |
| Calculate All Betings | | |
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| Goal Setting Quality of Work Productivity Reliable | ility Teamwork Strengths/Challenges Overall Summary | |
| Section 2 - LITEP Performance Criteria - Quality | 7. Select the Quality of Work tab. | |
| 13 | 9. Click Expand to goe all competencies | |
| Sections 2 through 5 - Assign ratings. | 8. Click Expand to see all competencies. | |
| _ | 9. Rate yourself on each competency. | |
| Quality k is a criterion defining the quality of the employee's job compete 8 thich means the employee produces work related to the employee produces work related to the second se | b performance. Identifying the ne job requirements. The rating scale goes from: | |
| Expand Collapse | | |
| | <u>1=Unsatisfactory</u> to <u>5= Exceptional</u> | |
| 9 Knowledge | | |
| Description : Knowledgeable in duties and terminology associated others. | d to job functions. Uses resources to increase knowledge and proactively shares knowledge with | |
| | | |
| 1. Unsatisfactory 2. Needs Improvement 3. Meets Exp | pectations 4 Exceeds Expectations 0 5. Exceptional | |
| Employee Rating 4. Exceeds Expectations | 4.00 | |
| | | |
| Created By Template 11/08 3:47 Last Modified By Jorge Lopez 11/14 11:12 | PM AM | |
| | | |
| Responsiveness | 10. Data you would far the normaining | |
| | 10. Rate yoursell for the remaining | |
| Accountability | tompetencies. | |
| | 11. Then, use the calculator icon to | |
| Customer Services | criteria | |
| | | |
| Accuracy | 12. Enter comments . | |
| | 13. Repeat steps 9-13 for the following | |
| ▶ Commitment | a Productivity | |
| | | |
| ▶ Safety | b. Reliability | |
| | c. Teamwork | |
| UTEP Performance Criteria - Quality of Work Summary | | |
| , | | |
| 1. Unsatisfactory 2. Needs Improvement 3. Mee | ets Expectations 4. Exceeds Expectations 5. Exceptional | |
| Employee Rating 4 Exceeds Expectations | 4.00 | |
| Comments Size Soft Size | | |
| KA TO TO TOTAL OLD | | |
| Add additional comments | | |
| | (12) | |
| | | |
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Employee - Self Evaluation

| Performance Process | « | | | | |
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| Steps and Tasks C | UTEP Perfo | mance Evaluation | | | |
| Steps and Tasks C : Jorge Lopez UTEP Performance Evaluation Overview Image: Organization of the set of the | Self-Eval Jorge Lope Enter ratings select the Co Calculate Goal Set | uation - Update and Complete Job Title Program Coordinator/ Manager Manager Luis Perez Document Type UTEP Performance Evaluation Period 01/11 - 12/31 Template Clone_Staff Evaluation Document ID 3750 Status Evaluation in Progress Due Date 12/31 and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, mplete button to make the document available to your manager. All Ratings 14 ing Quality of Work Productivity Reliability Teamwork Strengths/Challenges Overall Summary n7 - Overall Summary Image: Imag | | | |
| | | Imployee Rating 4. Exceeds Expectations 4.00 Imployee Rating 4. Exceeds Expectations 4. Exceeds Expectations 4.00 Imployee Rating 4. Exceeds Expectations | | | |
| | | Use the calculator icon to calculate the total average rating for all competencies. Enter overall comments. Select Save to keep your changes, you can always return to the document if | | | |
| ITED Derformance Evaluation | | you need more time and are not ready to submit. 18. Select Complete to submit your avaluation | | | |
| erformance Process | | | | | |
| eps and Tasks C | UTEP Perform | ance Evaluation | | | |
| orge Lopez TEP Performance Evaluation 1/11 - 12/31 Overview Goal Setting | Self-Evaluation - Update and Complete Jorge Lopez Job Title Program Coordinator/Manager Manager Luis Perez Document Type UTEP Performance Evaluation Period 01/11 - 12/31 Template Class Staff Function Period 01/20 | | | | |
| Due Date 03/31 Complete Self Evaluation Due Date 12/31 Update and Complete | Template Clone_Staff Evaluation Document ID 3750 Status Evaluation in Progress Due Date 12/31 | | | | |
| Creview Manager Evaluation Due Date 03/30 | Goal Settin | I Ratings g Quality of Work Productivity Reliability Teamwork Strengths/Challenges Overall Summary | | | |

Remember to constantly save your work, PeopleSoft will automatically time out due to inactivity and this may cause you to lose unsaved work.