

# A Guide for Employee Self-Evaluation

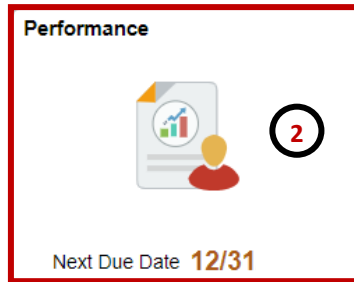
## Self-Evaluation (optional)

- Self-Evaluation will be initiated once goals and competencies are updated and submitted.
- The employee self-evaluation allows an employee to complete self-assessment 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.



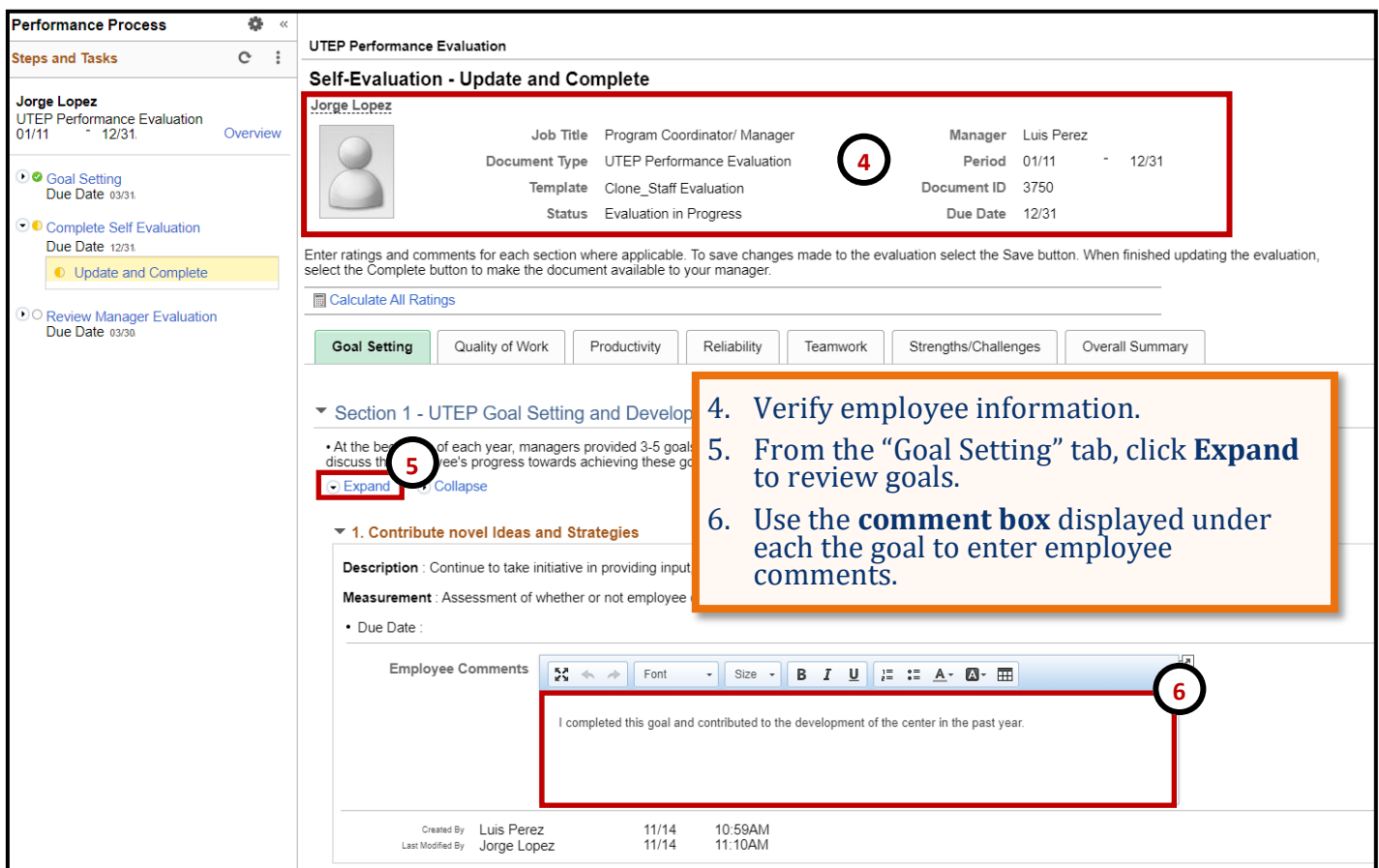
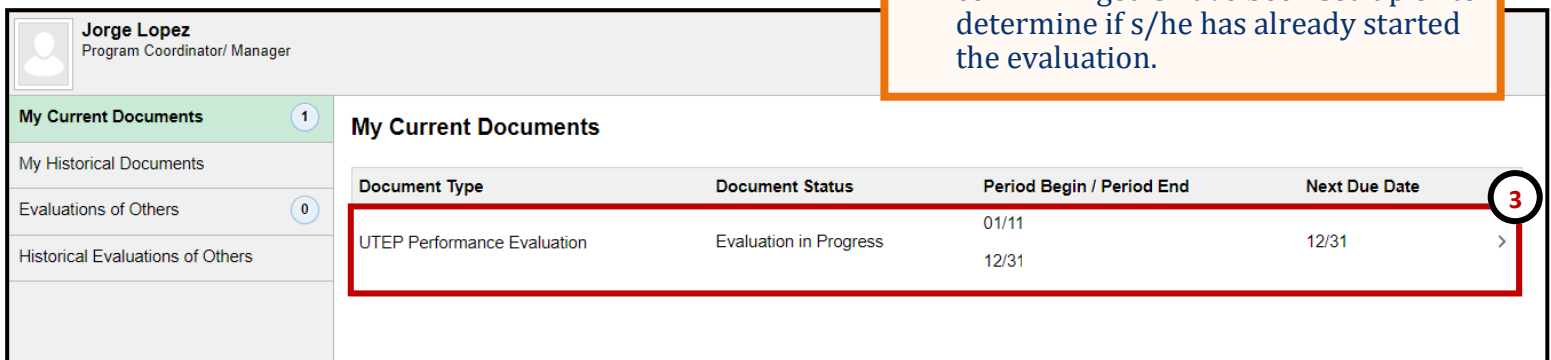
# Employee - Self Evaluation

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.



1. From the PeopleSoft homepage, select the **Employee Self Service** option from the dropdown.
2. Select the **Performance** tile.
3. Your **Performance Documents** will appear. Select UTEP Performance Evaluation.

If your evaluation does not appear, touch base with your supervisor to confirm if goals have been set-up or to determine if s/he has already started the evaluation.



4. Verify employee information.
5. From the "Goal Setting" tab, click **Expand** to review goals.
6. Use the **comment box** displayed under each the goal to enter employee comments.

# Employee - Self Evaluation

UTEP Performance Evaluation

## Self-Evaluation - Update and Complete

Jorge Lopez

Job Title: Program Coordinator/ Manager  
Document Type: UTEP Performance Evaluation  
Template: Clone\_Staff Evaluation  
Status: Evaluation in Progress

Manager: Luis Perez  
Period: 01/11 - 12/31  
Document ID: 3750  
Due Date: 12/31

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, select the Complete button to make the document available to your manager.

Calculate All Ratings

7 **Quality of Work** **a** Productivity **b** Reliability **c** Teamwork Strengths/Challenges Overall Summary

13

8

9 **Knowledge**

Description: Knowledgeable in duties and terminology associated to job functions. Uses resources to increase knowledge and proactively shares knowledge with others.

1. Unsatisfactory 2. Needs Improvement 3. Meets Expectations 4. Exceeds Expectations 5. Exceptional

Employee Rating 4. Exceeds Expectations 4.00

Created By: Template 11/08 3:47PM  
Last Modified By: Jorge Lopez 11/14 11:12AM

10

11

12

UTEP Performance Criteria - Quality of Work Summary

1. Unsatisfactory 2. Needs Improvement 3. Meets Expectations 4. Exceeds Expectations 5. Exceptional

Employee Rating 4. Exceeds Expectations 4.00

Comments

Add additional comments

7. Select the **Quality of Work** tab.  
8. Click **Expand** to see all competencies.  
9. Rate yourself on each competency.  
The rating scale goes from:  
1=Unsatisfactory to 5= Exceptional

10. Rate yourself for the remaining competencies.  
11. Then, use the **calculator** icon to calculate the average rating for this criteria.  
12. Enter **comments**.  
13. Repeat steps 9-13 for the following tabs:  
**a. Productivity**  
**b. Reliability**  
**c. Teamwork**

# Employee - Self Evaluation

Performance Process

Steps and Tasks

Jorge Lopez  
UTEP Performance Evaluation  
01/11 - 12/31

Goal Setting  
Due Date 03/31

Complete Self Evaluation  
Due Date 12/31

Update and Complete

Review Manager Evaluation  
Due Date 03/30

UTE Performance Evaluation

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Calculate All Ratings

Goal Setting Quality of Work Productivity Reliability Teamwork Strengths/Challenges Overall Summary

Section 7 - Overall Summary

Employee Rating 4. Exceeds Expectations 4.00

Comments

Add overall summary comments

14. Select the **Overall Summary** tab.
15. Use the **calculator** icon to calculate the total average rating for all competencies.
16. Enter overall **comments**.
17. Select **Save** to keep your changes, you can always return to the document if you need more time and are not ready to submit.
18. Select **Complete** to submit your evaluation.

UTE Performance Evaluation

Performance Process

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Calculate All Ratings

Goal Setting Quality of Work Productivity Reliability Teamwork Strengths/Challenges Overall Summary

Save Complete

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