THE UNIVERSITY OF TEXAS AT EL PASO

E-PERFORMANCE – 2023 EVALUATION STEPS

Step 1: Manager Accesses PeopleSoft

- Utilize **'MANAGER SELF-SERVICE'**

Step 2: Manager Defines Goals

- This step requires managers to add Goals if they were not added at the beginning of 2023
- Optional: Update/define Competencies for 2023 Evaluation
- **Submit Goals** (2023 Goals must be submitted to unlock 2023 evaluation)

Optional: Employee Completes Self-Evaluation

- Employee **Completes** Self-Evaluation to include Feedback/Comments on Goals, Ratings on Competencies
- Manager may continue to Step 3 even when employee has not completed self-evaluation

Step 3: Manager Completes Evaluation

- Initiate 2023 Evaluation by giving feedback on goals
- Add ratings and comments to Competencies under each Criteria
- Identify Strengths and Challenges
- Provide Overall Summary
- **Submit Evaluation** to Next Level Supervisor for approval
- Next Level Supervisor **Denies or Approves**

Step 4: Manager Requests Acknowledgement

- Update status on evaluation to **Share with Employee**
- When sharing document with employee manager is Requesting Acknowledgement

Optional: Manager Schedules One/One

- Schedule one-on-one with employee after 2023 Evaluation is completed
- Discuss Goals for 2024

Step 5: Employee Acknowledges

- Employee may add comments
- Evaluation is marked as Complete when employee sets status to **Acknowledged**

Evaluation available in 'Historical Documents'