

Manager - Historical Documents

Managers can review their completed staff evaluations under Historical Documents.



1. From the PeopleSoft homepage, select the **Manager Self Service** option from the dropdown.
2. Select the **Team Performance** tile.
3. From the side panel, select **Historical Documents**.
4. Select the **employee evaluation** you would like to review.

3. Historical Documents

Name / Job Title	Document Type	Document Status	Period Begin / Period End
Jorge Lopez Program Coordinator/ Manager	UTEP Performance Evaluation	Completed	01/11/2019 12/31/2019
John Smith Post Doctoral	UTEP Performance Evaluation	Completed	01/01/2018 12/31/2018

4. Select the **employee evaluation** you would like to review.

5. Verify employee information.

6. Review feedback provided under each **tab**.

Performance Process

Steps and Tasks

Jorge Lopez
UTEP Performance Evaluation
01/11/2019 - 12/31/2019

Overview

- Goal Setting
Due Date 03/31
- Review Self Evaluation
Due Date 12/31
- Complete Manager Evaluation
Due Date 03/30

View

UTEP Performance Evaluation

Manager Evaluation - Completed

Jorge Lopez

Actions

Job Title	Program Coordinator/ Manager	Manager	Luis Perez
Document Type	UTEP Performance Evaluation	Period	01/11/2019 - 12/31/2019
Template	UTEP 2019 Staff Evaluation	Document ID	3750
Status	Completed	Due Date	03/30/2020

The document status is Completed.

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

Section 1 - UTEP Goal Setting and Development Planning

At the beginning of each year, managers provided 3-5 goals for employees aligned with University vision/mission. Provide comments and discuss the employee's progress towards achieving these goals.

Expand | Collapse