

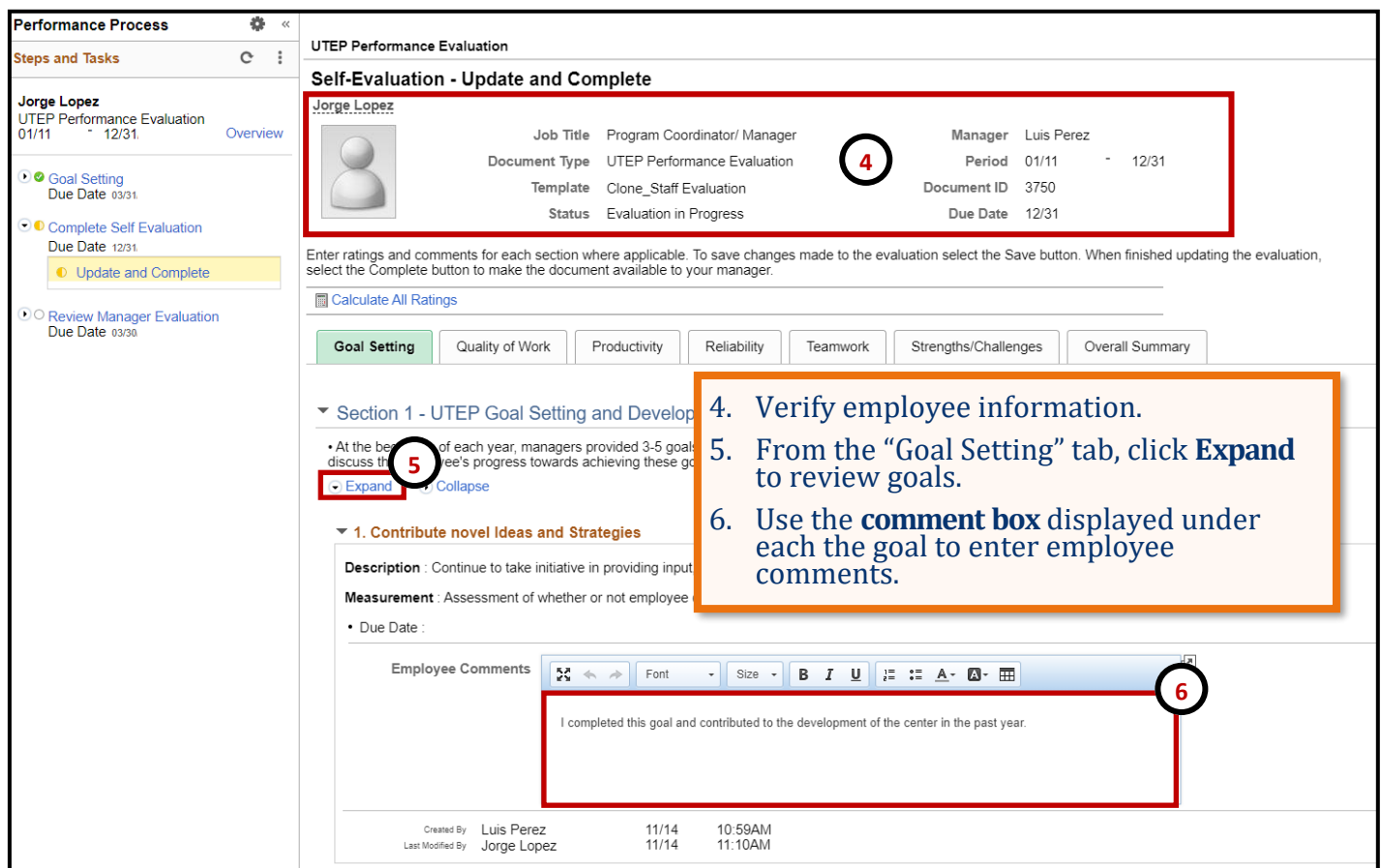
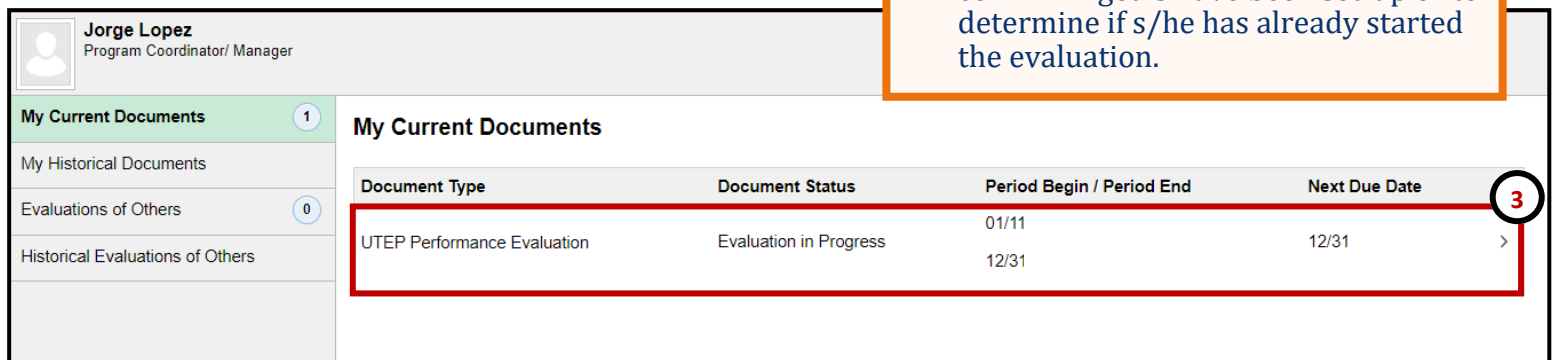
# Employee - Self Evaluation

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.




# Employee - Self Evaluation

UTEP Performance Evaluation

## 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	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 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

Section 2 - UTEP Performance Criteria - Quality of Work

Sections 2 through 5 - Assign ratings.

• Quality of Work is a criterion defining the quality of the employee's job performance. Identifying the competencies which means the employee produces work related to the job requirements.

8 [Expand](#) [Collapse](#)

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

Responsiveness

Accountability

Customer Services

Accuracy

Commitment

Safety

10

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

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

11

12

# Employee - Self Evaluation

**Performance Process**

**Steps and Tasks**

**Jorge Lopez**  
UTEP Performance Evaluation  
01/11 - 12/31 [Overview](#)

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

**UTEP Performance Evaluation**

**Self-Evaluation - Update and Complete**

**Jorge Lopez**

Job Title Program Coordinator/ Manager  
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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](#)

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.

**UTEP Performance Evaluation**

**Performance Process**

**Steps and Tasks**

**Jorge Lopez**  
UTEP Performance Evaluation  
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**UTEP Performance Evaluation**

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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.**