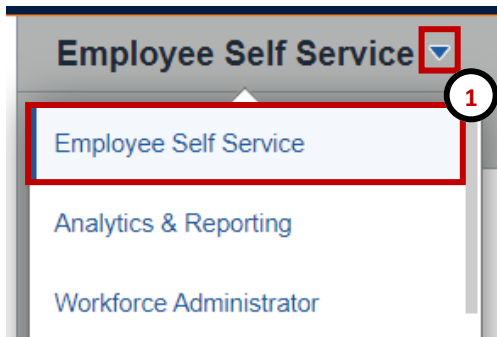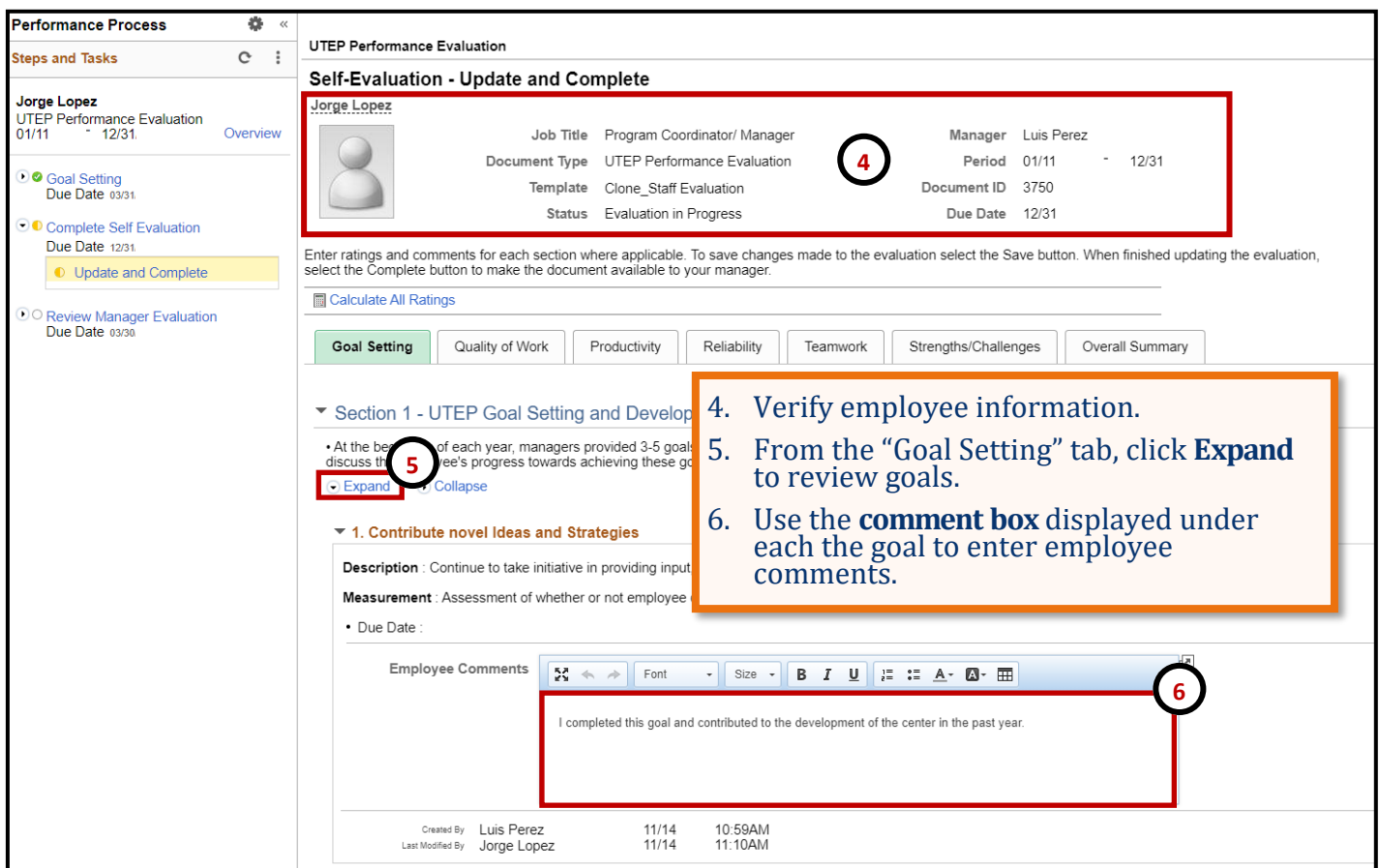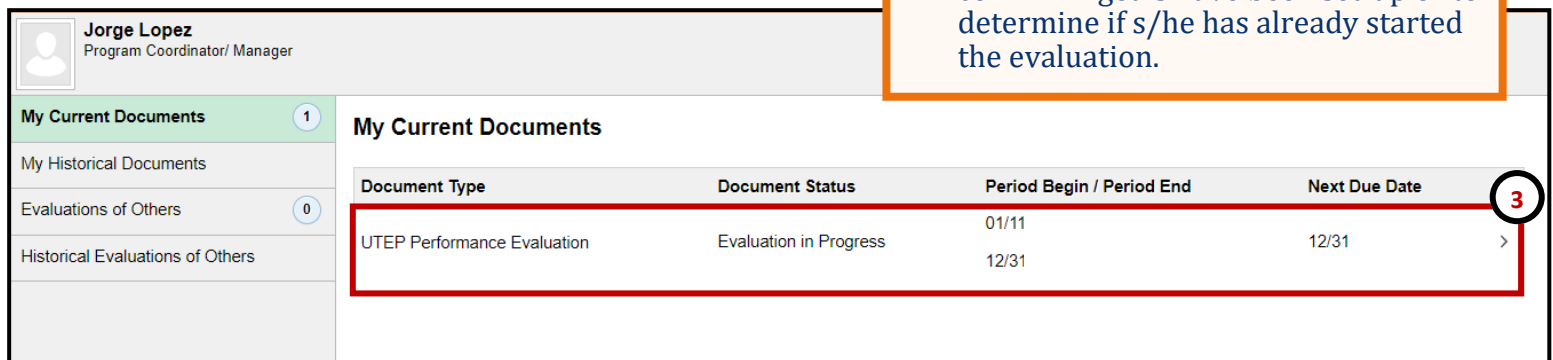# Employee - Self Evaluation

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.

**Jorge Lopez**
Program Coordinator/ Manager

| | My Current Documents | | |
|---|---|---|---|
| My Current Documents (1) | | | |
| My Historical Documents | **Document Type** | **Document Status** | **Period Begin / Period End** | **Next Due Date** |
| Evaluations of Others (0) | UTEP Performance Evaluation | Evaluation in Progress | 01/11 12/31 | 12/31 |
| Historical Evaluations of Others | | | | |

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.

**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 | 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

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

▼ Section 1 - UTEP Goal Setting and Develop

- At the be... of each year, managers provided 3-5 goals
discuss th... ...ee's progress towards achieving these go...

Expand | Collapse

▼ 1. Contribute novel Ideas and Strategies

**Description** : Continue to take initiative in providing input...

**Measurement** : Assessment of whether or not employee...

- Due Date :

Employee Comments

I completed this goal and contributed to the development of the center in the past year.

| | Created By | Luis Perez | 11/14 | 10:59AM |
| | Last Modified By | Jorge Lopez | 11/14 | 11:10AM |

# 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)** | Goal Setting | **Quality of Work** | Productivity **(a)** | Reliability **(b)** | Teamwork **(c)** | Strengths/Challenges | Overall Summary

**(13)**

▼ 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 **(8)** competency which means the employee produces work related to the job requirements.

▸ 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   **(10)**

▸ Accuracy

▸ Commitment

▸ Safety

UTEP Performance Criteria - Quality of Work Summary

○ 1. Unsatisfactory   ○ 2. Needs Improvement   ○ 3. Meets Expectations   ● 4. Exceeds Expectations   ○ 5. Exceptional   **(11)**

Employee Rating   4. Exceeds Expectations       4.00

Comments   [ ⤢ ← → | Font ▾ | Size ▾ | B I U | ≔ ∷ A▾ A▾ ⊞ ]

Add additional comments   **(12)**

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**Instruction box (right):**

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



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.



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