Overview/Description

This document provides step-by-step instructions on how the Employee Completes Self Evaluation on the Performance Process page. The Employee will rate themselves on their performance and add their comments to the document. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Review Participants Evaluation

Instructions

1. Step

Employee Completes Self Evaluation allows the Employee to rate themselves on their performance and add comments to the Performance Evaluation.

1.1. Sub step

Once nominated, the Nominated Participant can log in under Employee Self Service and click on the Performance tile that shows the number of Evaluation Requests.

Navigation

Navigator > Self Service > Performance Management > My Performance Documents > Current Documents

a. The Employee will have Annual Review document listed in My Current Documents page. Please ensure the correct document is selected for the review period.
b. The Employee will complete the **Self-Evaluation** by clicking on each tab and rating themselves accordingly.

c. The option to submit attachments is available along with choosing the attachment audience (i.e. Employee Only or Employee and Manager).
d. The **Employee** will rate their performance on **Goals**, **Performance Factors**, **USG Core Values**, **Institutional Values**, and an **Overall Summary**.
e. 

![Performance Process Image]

f. In order to see the Employee Rating description, click on the icon.

![Employee Rating Icon]

g. The Employee can save the **Self Evaluation** for a later completion date or choose to complete for final submission.
h. Once the Employee completes the **Self Evaluation**, the Employee will need to confirm that the **Self Evaluation** is complete by clicking on confirm.