

The University of Texas at San Antonio

UTSA People Excellence

Employee Self-Evaluation

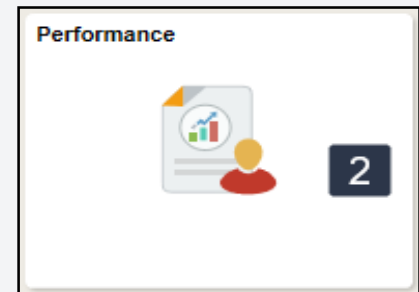
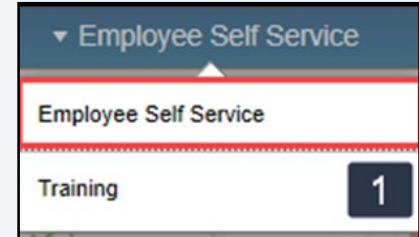
e-Performance

Using e-Performance for Employee Self-Evaluation

The employee self-evaluation allows an employee to complete self assessment on his/her job performance, including details about the ability to meet goals and performance factors.

Open e-Performance

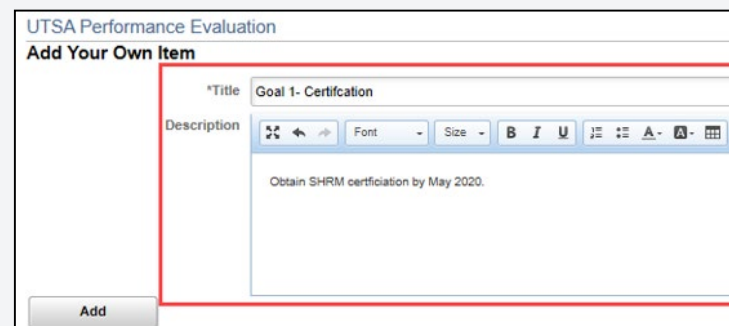
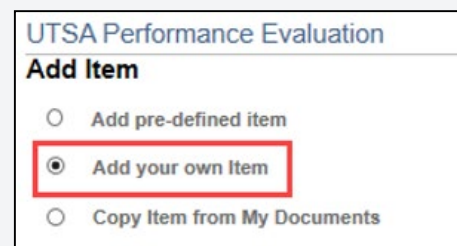
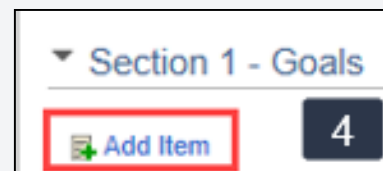
1. Select **Employee Service** from the dropdown menu on the PeopleSoft homepage.
2. Select the **Performance** tile.
3. The performance documents appears under **My Current Documents**. Select **UTSA Performance Evaluation**.



Employee Self Service		Performance		
John Smith RESEARCH SCIENCE ASSOCIATE II				
My Current Documents 2	My Current Documents 3			
My Historical Documents				
Evaluations of Others 0				
Historical Evaluations of Others				
Document Type	Document Status	Period Begin / Period End	Next Due Date	
UTSA Performance Evaluation	Define Criteria	02/19/2020 02/19/2020	05/20/2019	>

Add Goals

4. Add Performance Goal(s)
 - Select **Add Item** and choose **Add your own item**.
 - Enter goal information in the text box, including dates and full description.
 - Click **Add** to repeat steps as needed.
5. Select **Notify** and **Send** on the pop-up message to email the added goals to your manager.



Employee Self-Evaluation

6. Repeat steps 1-3 to bring up the **Employee Evaluation** page.

Document Type	Document Status	Period Begin / Period End	Next Due Date
UTSA Performance Evaluation	Evaluation in Progress	02/19/2020 02/19/2020	02/19/2020

7. Select the **Goals** tab, click **Expand** to review goals and rate yourself on each goal.

Goals | Core Values | Leadership | Operation Excellence | Summary

Section 1 - Goals

Goal setting is a process in which the employee and supervisor set goals for the upcoming performance year. To increase effectiveness, goals should be specific, measurable, achievable, relevant, and bound to a timeline for completion.

Goal 1 - Supervisor Certification

Description: Complete Supervisor Certification by May 2020.

Employee Rating: **Goal Achieved**

8. Select the **Core Values** tab, click **Expand** and rate yourself on each competency.
- Repeat for **Leadership**, **Operation Excellence** and additional tabs.

Goals **Core Values** Leadership Operation Excellence Summary

Section 2 - Core Values

We encourage an environment of dialogue and discovery, where integrity, excellence, inclusiveness, respect, collaboration and innovation are fostered. UTSA's core values reflect how we, as employees, have pursued this plan as well as how we will fulfill our mission and realize our vision.

Expand Collapse

Integrity

Description : Adhering to a standard of core values at UTSA and ensuring that one acts in a fair and ethical fashion

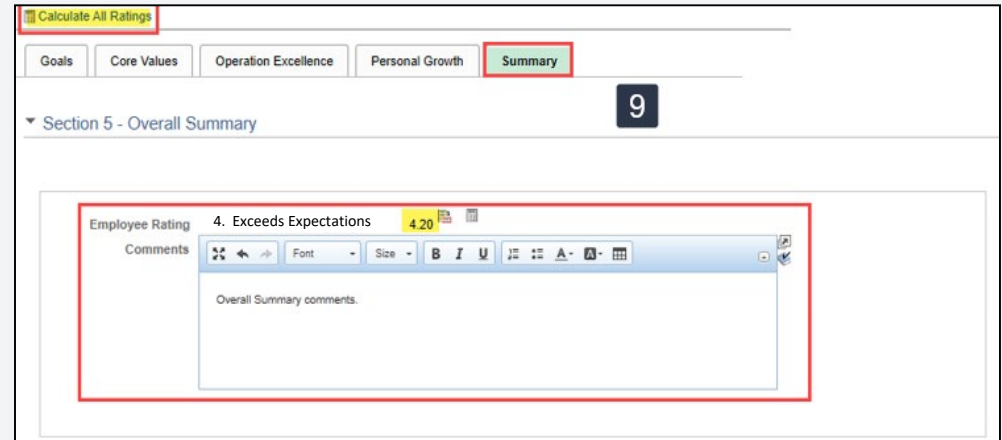
Employee Rating 0.00 **8**

Employee Comments

1. Does Not Meet Expectations
2. Somewhat Meets Expectations
3. Meets Expectations
4. Exceeds Expectations
5. Role Model

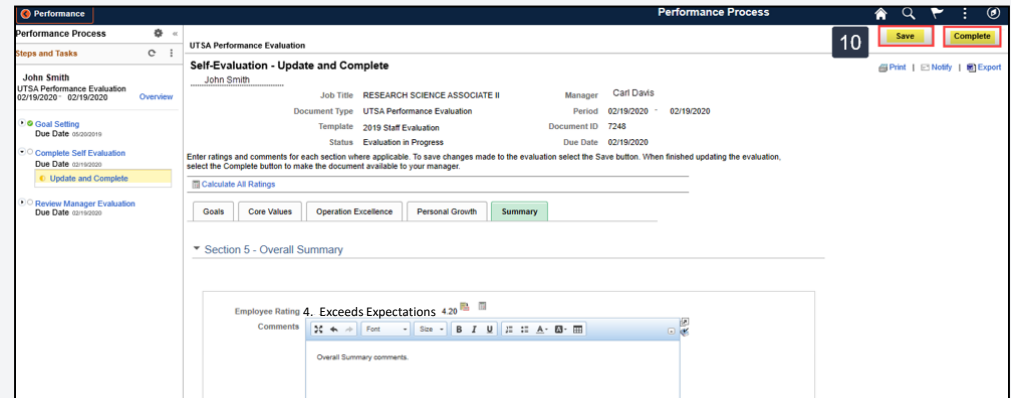
9. Select the **Summary** tab and enter Overall Summary comments.

- Select **Calculate All Ratings** to calculate the total average Employee Rating.



10. Select **Save** to keep your changes and edit later.

- Click **Complete** when finished with your self-evaluation. Your manager will receive a notification email.



Acknowledge

11. Follow steps 1-3 to review current documents.

- Select the **Pending Acknowledgment** document.
- Select **Acknowledge** after you and your manager have reviewed the document.

The screenshot displays the UTSA Performance Evaluation system interface. At the top, a document titled "UTSA Performance Evaluation" is shown in a "Pending Acknowledgement" status, with dates of 02/19/2020. A red box highlights the document title and status. To the right, a navigation bar shows the page number "11" and a right arrow. Below this, the "Performance Process" section includes a "Steps and Tasks" sidebar on the left with a list of tasks: "Goal Setting" (due 05/29/2019), "Complete Self Evaluation" (due 02/28/2020), and "Review Manager Evaluation" (due 02/28/2020). The "Review Manager Evaluation" task is expanded, showing a "Review with Manager" step and a highlighted "Acknowledge" step. The main content area is titled "UTSA Performance Evaluation" and "Manager Evaluation - Acknowledge" for John Smith. It displays details for the evaluation, including Job Title (RESEARCH SCIENCE ASSOCIATE II), Manager (Carl Davis), Document Type (UTSA Performance Evaluation), Template (2019 Supervisor Evaluation), Status (Pending Acknowledgement), Period (02/26/2020 - 02/28/2020), Document ID (7845), and Due Date (02/28/2020). A "Save" button and a highlighted "Acknowledge" button are visible. Below the details, there is explanatory text about the status and instructions on how to save or acknowledge the evaluation. At the bottom, a navigation bar contains buttons for "Goals", "Core Values", "Leadership", "Operation Excellence", "Summary", and "EE Acknowledgement".

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