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**.
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.

7. Select the Goals tab, click Expand to review goals and rate yourself on each goal.
8. Select the **Core Values** tab, click **Expand** and rate yourself on each competency.
   - Repeat for **Leadership**, **Operation Excellence** and additional tabs.
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.
Acknowledgment

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.