Completing the Employee Self-Evaluation

Step	Action
1.	Begin by navigating to the **Current Performance Documents** page. Click the **Self Service** link. Self Service
2.	Click the **Performance Management** link.
3.	Click the **Current Documents** link. Current Documents
4.	The **Current Performance Documents** page displays the employee documents that are available to you. When the status of an employee document is **In Progress**, managers can only view the performance criteria; they cannot view the evaluation fields until the employee document is **Complete**. Once the employee document is complete, the employee cannot update it further.
5.	Click the **Annual Review** link. Annual Review
6.	Use the **Document Details** page to begin the self-evaluation process.
7.	Click the **Start** link or the **Edit** link, whichever appears, for the **Complete Self Evaluation** step. Click the **Start** link. Start
8.	Use the **Employee Evaluation** page to enter and maintain employee self-evaluation data. This document serves as your self-evaluation.
9.	Documents are divided into sections, with each section containing a different type of content. For example, a section can include your organization's mission statement, assessment criteria, employee comments, manager comments, an overall summary, or signature lines. The sections that appear in a performance document are determined by the template that generates the form.
10.	Begin your evaluation with the **Competencies** section.
11.	The first competency is displayed. The fields and other elements that employees can use to assess their own performance on the self-appraisal form are the same as the fields that managers can complete on the manager's review.
12.	You can edit the details of the goal as well as rate yourself against the goal. Click the **Rating** list.

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13.	Rate yourself for this goal. The action that is permitted depends on the level (subitem, item, section) where the field occurs, if calculation is enabled in the document template, and the user actions that the template definition permits. For example, at the overall summary and section summary levels, the rating field is read-only unless the role has permission to override system-calculated ratings or calculate field was not enabled on the document template. Click the **4-Very Good** list item. 4-Very Good
14.	Use the **Comments** field to enter descriptive text about your performance. For the purposes of this example only, you will not enter text at this time.
15.	Click the **Spell Check** icon displayed next to the **Comments** field to check the spelling for comments that you enter into the field.
16.	Click the **vertical** scrollbar.
17.	Enter your self-rating for the **Competencies Summary**. Click the **Rating** list.
18.	Click the **Meets Expectations** list item. Meets Expectations
19.	Next rate the first item listed in the **Responsibilities** section. Click the **Rating** list.
20.	Click the **Exceeds Expectations** list item. Exceeds Expectations
21.	Click in the **Comments** field.
22.	To save time, the text has already been entered for you.
23.	You can add additional responsibilities to your self-evaluation. Click the **Add Responsibility** link. Add Responsibility
24.	Use the **Add a Responsibility** page to add pre-defined responsibilities or to add your own.
25.	Click the **Add your own responsibility** option.
26.	Click the **Next** button. Next
27.	Use the **Title** field to enter the new responsibility. Enter the desired information into the **Title** field. Enter a valid value e.g. "**New Hire Orientation Program**".

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28.	Use the **Description** field to enter the description of the new responsibility you are adding. Click in the **Description** field.
29.	To save time, the description has been entered for you.
30.	Click the **Update** button. Update
31.	Next, you can rate yourself on the new responsibility you just added. Click the **Rating** list.
32.	Click the **Exceeds Expectations** list item. Exceeds Expectations
33.	Continue to complete your self-evaluation by entering comments, and/or adding additional data in each section of the evaluation page. Click the **vertical** scrollbar.
34.	Click the **Save** button. Save
35.	Click the **Complete** button. Complete
36.	Use the **Complete Evaluation** page to confirm you have no further changes. Your self-evaluation will be finalized at this time and sent to your manager for review.
37.	Click the **Complete** button to change the status of the employee document from **In Progress** to **Complete**. If workflow is enabled for notifications, the manager is notified when the employee clicks this button. The manager can then view all fields on the employee document. Before the employee document is **Complete**, the manager cannot view the performance evaluation elements. Click the **Complete** button. Complete
38.	Notice the status of your self-evaluation is **Complete**.
39.	You have successfully completed an employee self-evaluation. **End of Procedure.**