




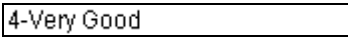



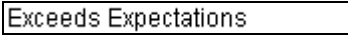





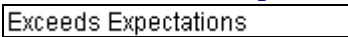
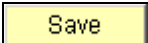
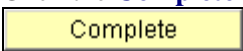
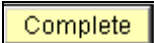


Completing the Employee Self-Evaluation

Step	Action
1.	<p>Begin by navigating to the Current Performance Documents page.</p> <p>Click the Self Service link.</p> 
2.	Click the Performance Management link.
3.	<p>Click the Current Documents link.</p> 
4.	<p>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.</p>
5.	<p>Click the Annual Review link.</p> 
6.	Use the Document Details page to begin the self-evaluation process.
7.	<p>Click the Start link or the Edit link, whichever appears, for the Complete Self Evaluation step.</p> <p>Click the Start link.</p> 
8.	Use the Employee Evaluation page to enter and maintain employee self-evaluation data. This document serves as your self-evaluation.
9.	<p>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.</p>
10.	Begin your evaluation with the Competencies section.
11.	<p>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.</p>
12.	<p>You can edit the details of the goal as well as rate yourself against the goal.</p> <p>Click the Rating list.</p> 

Step	Action
13.	<p>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.</p> <p>Click the 4-Very Good list item.</p> 
14.	<p>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.</p>
15.	<p>Click the Spell Check icon displayed next to the Comments field to check the spelling for comments that you enter into the field.</p>
16.	<p>Click the vertical scrollbar.</p>
17.	<p>Enter your self-rating for the Competencies Summary.</p> <p>Click the Rating list.</p> 
18.	<p>Click the Meets Expectations list item.</p> 
19.	<p>Next rate the first item listed in the Responsibilities section.</p> <p>Click the Rating list.</p> 
20.	<p>Click the Exceeds Expectations list item.</p> 
21.	<p>Click in the Comments field.</p>
22.	<p>To save time, the text has already been entered for you.</p>
23.	<p>You can add additional responsibilities to your self-evaluation.</p> <p>Click the Add Responsibility link.</p> 
24.	<p>Use the Add a Responsibility page to add pre-defined responsibilities or to add your own.</p>
25.	<p>Click the Add your own responsibility option.</p> 
26.	<p>Click the Next button.</p> 
27.	<p>Use the Title field to enter the new responsibility.</p> <p>Enter the desired information into the Title field. Enter a valid value e.g. "New Hire Orientation Program".</p>

Step	Action
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. 
31.	Next, you can rate yourself on the new responsibility you just added. Click the Rating list. 
32.	Click the Exceeds Expectations list item. 
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. 
35.	Click the Complete button. 
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. 
38.	Notice the status of your self-evaluation is Complete .
39.	You have successfully completed an employee self-evaluation. End of Procedure.