



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

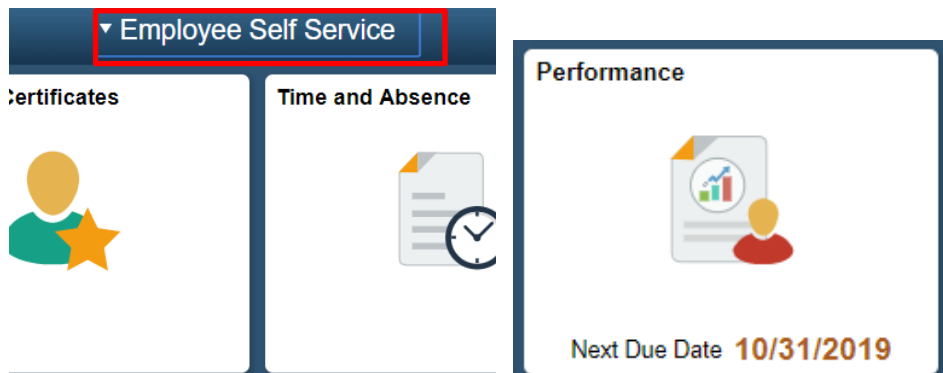
Instructions

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

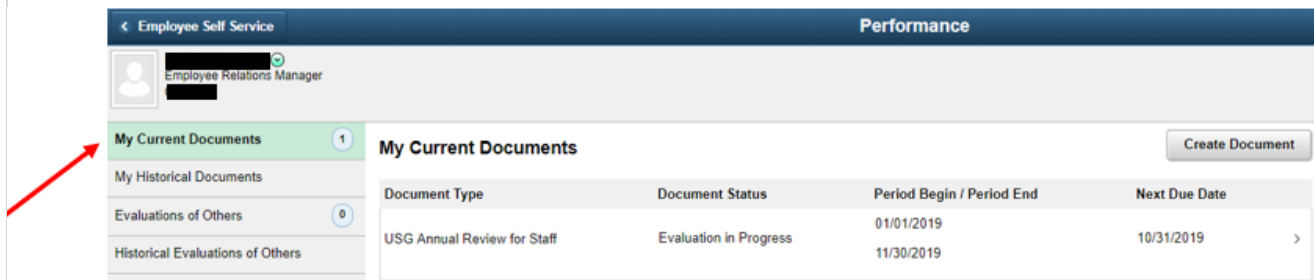
1.1. Employee logs in under Employee Self Service and click on the Performance tile that shows the number of Evaluation Requests.

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.

Performance Process

USG Annual Review for Leaders
Self-Evaluation - Update and Complete

Cynthia Burton
Job Title: Manager, Benefits
Document Type: USG Annual Review for Leaders
Template: Annual Review for Leaders
Status: Evaluation in Progress
Manager: Amy Phillips
Period: 06/01/2021 - 12/31/2021
Document ID: 7599
Due Date: 12/01/2021

Employee Data
Employee ID: 0319590
Department: 1060416
Location: 430
HRS-Human Resources
Kennesaw State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Calculate All Ratings
Goals | Job Duties | Performance Factors | USG Core Values | Overall Summary

Section 1 - Goals

Attachments
No Attachments have been added to this document
Add Attachment

Audit History
Created By: Amy Phillips
Last Modified By: Amy Phillips
11/22/2021 7:25:17AM
11/22/2021 8:19:53AM

c. The option to submit attachments is available along with choosing the attachment audience (i.e. Employee Only or Employee and Manager).

Performance Process

USG Annual Review for Staff
Self-Evaluation - Update and Complete

Job Title: Employee Relations Manager
Document Type: USG Annual Review for Staff
Template: KSU Annual Review for Staff
Status: Evaluation in Progress
Manager: [Redacted]
Period: 01/01/2019 - 11/30/2019
Document ID: 1219
Due Date: 10/31/2019

Employee Data
Employee ID: [Redacted]
Department: 1060416
Location: 430
HRS-Human Resources
Kennesaw State University

Calculate All Ratings
Goals | Performance Factors | USG Core Values | Institutional Values | Overall Summary

Section 1 - Goals

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
ADMIN_FAM_1.jpg	ADMIN FAM PIC	Employee Only Employee and Manager	06/07/2019 11:48:06AM	[Redacted]

Add Attachment

Audit History
Created By: [Redacted]
Last Modified By: [Redacted]
07/31/2019 3:21:57PM
06/07/2019 11:48:06AM



Attachments				
File Name	Description	Attachment Audience	Last Update DateTime	Uploaded By
ADMIN_FAM_1.jpg	ADMIN FAM PIC	<input type="text" value="Employee Only"/> <input type="text" value="Employee and Manager"/>	08/07/2019 11:48:06AM	[Redacted]

+ Add Attachment

▼ Audit History

Created By	[Redacted]	07/31/2019 3:21:57PM
Last Modified By	[Redacted]	08/07/2019 11:48:06AM

d. The **Employee** will rate their performance on **Goals, Job Duties, Performance Factors, USG Core Values/ Institutional Values.**

Performance Process

USG Annual Review for Leaders

Self-Evaluation - Update and Complete

Description : The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.

Employee Rating 5.00

Employee Comments

Created By: Template 11/22/2021 7:25AM

▼ Customer Service

Description : The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.

Employee Rating 4.00

Employee Comments

Created By: Template 11/22/2021 7:25AM

▼ Initiative

Description : The extent to which employee is a self-starter, shares new ideas for doing things, and is willing to assume additional duties when necessary. Displays positive attitude and willingness to improve both personally and professionally in a constantly changing environment.

Employee Rating 0.00

Employee Comments

e.



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



g. The Employee can save the **Self Evaluation** for a later completion date or choose to complete for final submission.



Performance Process

USG Annual Review for Staff
Self-Evaluation - Update and Complete

Job Title: Employee Relations Manager
Document Type: USG Annual Review for Staff
Template: KSU Annual Review for Staff
Status: Evaluation in Progress

Manager: [Redacted]
Period: 01/01/2019 - 11/30/2019
Document ID: 1219
Due Date: 10/31/2019

Employee Data

Employee ID: [Redacted]
Department: 1060416
Location: 430
HRS-Human Resources
Kennesaw State University

You have successfully saved your evaluation.

Calculate All Ratings

Goals | Performance Factors | USG Core Values | Institutional Values | Overall Summary

Section 5 - Overall Summary

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
ADMIN_FAM_1.jpg	ADMIN FAM PIC		06/07/2019 12:02:25PM	[Redacted]

Audit History

Created By	Last Modified By	Created Date/Time	Last Modified Date/Time
[Redacted]	[Redacted]	07/31/2019 3:21:57PM	06/07/2019 12:02:25PM

h. Once the Employee completes the **Self Evaluation**, the Employee will need to confirm that the **Self Evaluation** is complete by clicking on confirm.

Complete Evaluation

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

Confirm Cancel

Performance Process

USG Annual Review for Staff
Confirmation - Document Completed

You have successfully completed your evaluation.

Steps and Tasks

- Define Criteria
Due Date: 09/01/2019
- Checkpoint 1
Due Date: 10/01/2019
- Finalize Criteria
Due Date: 10/31/2019
- Complete Self Evaluation
Due Date: 10/31/2019
View
- Review Manager Evaluation
Due Date: 10/31/2019