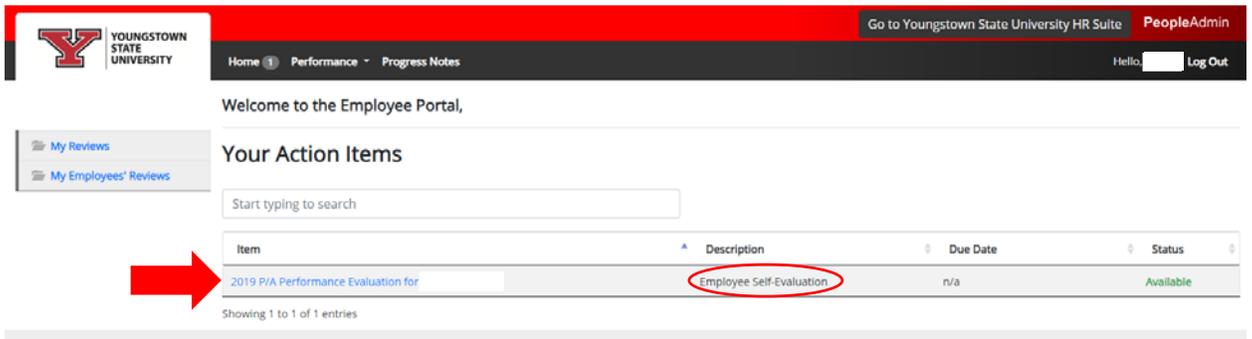


Employee Completes Self-Evaluation - Optional

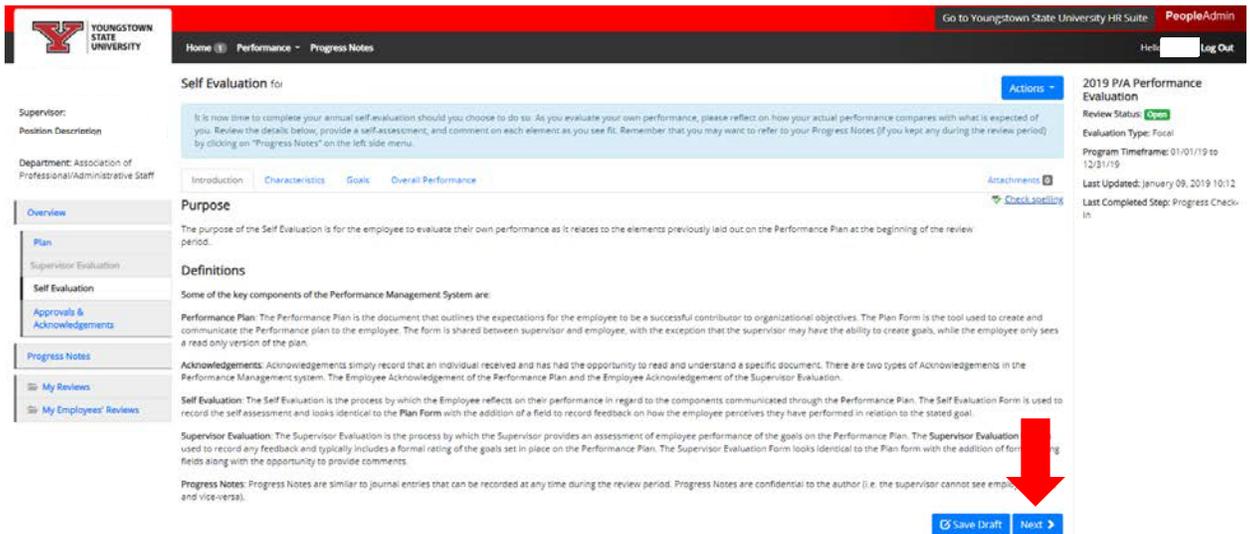
- 1) Log into the PeopleAdmin [Performance Management Portal](#) utilizing your YSU Portal credentials.



- 2) Click on the desired Action Item.



- 3) Review Introduction tab and click Next.



4) Enter a rating for each Characteristic and a Comment if desired.

The Self Evaluation has been saved!

Supervisor: [Name]
Position Description: [Title]
Department: Association of Professional/Administrative Staff

Self Evaluation for [Name]

It is now time to complete your annual self-evaluation should you choose to do so. As you evaluate your own performance, please reflect on how your actual performance compares with what is expected of you. Review the details below, provide a self-assessment, and comment on each element as you see fit. Remember that you may want to refer to your Progress Notes (if you kept any during the review period) by clicking on "Progress Notes" on the left side menu.

Strength is selected if the employee believes the objective to be a strength.
Development Opportunity is selected for objectives where the employee believes they could perform better.
Both is selected if the employee believes they have strength in the area of the objective, but have not yet mastered it. Perhaps they have a desire to grow their skills in that area, or they are new to it and have not yet had time to achieve maximum performance.
Not Applicable is selected if the employee does not feel that this characteristic applies.

Characteristics

Characteristic:
PLANNING: Establishes objectives and activities related to goals.

Comments
Testing comment.

Self-Assessment
Strength
Please select
Development Opportunity
Both
N/A

2019 P/A Performance Evaluation
Review Status: Open
Evaluation Type: Focal
Program Timeframe: 01/01/19 to 12/31/19
Last Updated: January 09, 2019 10:12
Last Completed Step: Progress Check-In

5) Click Next at the bottom of the page.

ATTITUDE: Displays a positive and loyal attitude.

Comments
Test comment.

Self-Assessment
Strength

Characteristic:
RELIABILITY: Can be depended upon to complete assigned tasks as scheduled.

Comments
Test comment.

Self-Assessment
Strength

Characteristic:
PROFESSIONAL DEVELOPMENT: Engages in activities to become or remain current in the field.

Comments
Test comment.

Self-Assessment
Strength

Save Draft Next

6) Additional Goals could be rated on the Goals tab if applicable. Then, click Next.

The screenshot shows the 'Goals' tab selected in the 'Self Evaluation for' interface. The page includes a navigation menu on the left with options like 'Overview', 'Plan', 'Supervisor Evaluation', 'Self Evaluation', 'Approvals & Acknowledgments', 'Progress Notes', 'My Reviews', and 'My Employees' Reviews'. The main content area has tabs for 'Introduction', 'Characteristics', 'Goals', and 'Overall Performance'. The 'Goals' section contains instructions on how to rate goals (Strength, Development Opportunity, Both, Not Applicable) and a 'Save Draft' button. A red arrow points to the 'Next' button.

7) Enter any applicable comments about your Overall Performance and click Complete.

The screenshot shows the 'Overall Rating' tab selected. The 'Overall Performance Comments' section has a text input field containing 'Test comment'. The 'Save Draft' and 'Complete' buttons are visible at the bottom right. A red arrow points to the 'Complete' button.

8) Click OK to confirm submission.

The screenshot shows a confirmation dialog box overlaid on the 'Overall Rating' tab. The dialog box contains the text 'Are you sure you want to complete this self evaluation?' and two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button. The background interface is dimmed.