

Say
Hello
to a brighter workday.

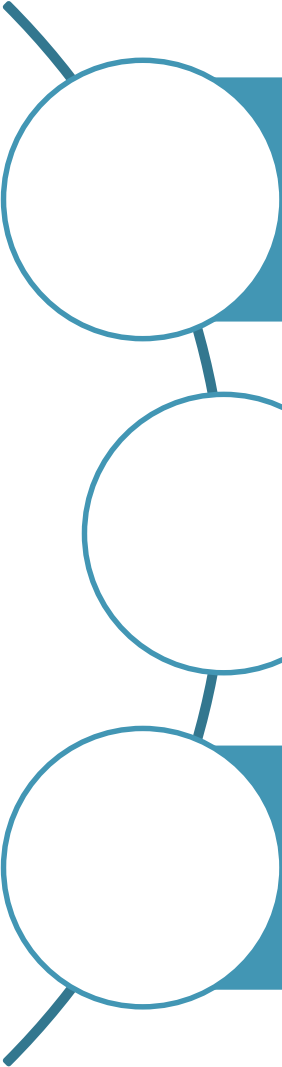


Employee Performance Review

Self Evaluation - Attachment Only



Self Evaluation

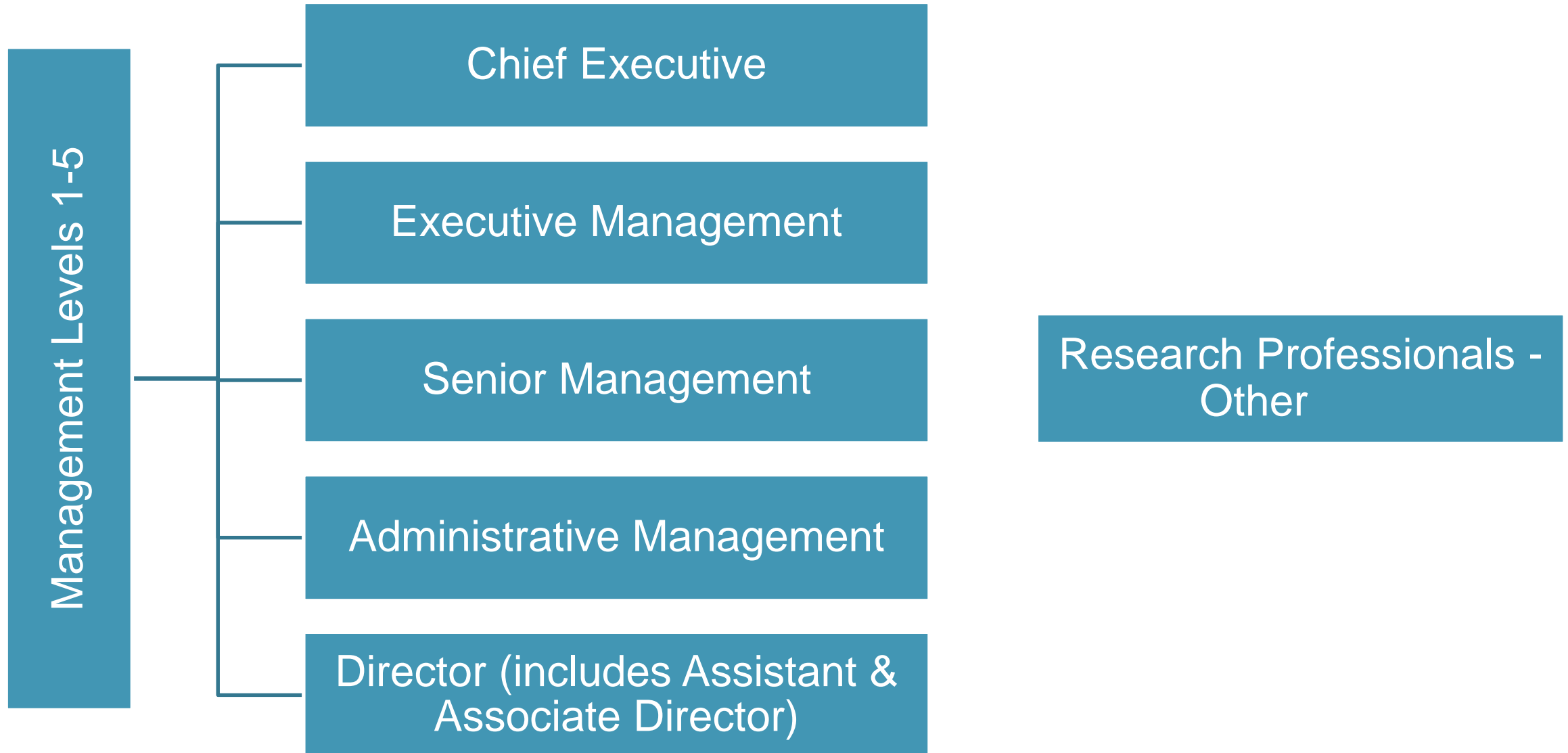


Self evaluation is a good practice to reflect on accomplishments, what went well, what could have gone better, and what one may have learned over the past year.

Employees should check with their Manager if a self evaluation is required or not.

Even if the supervisor does not require the self evaluation, employees must submit a self evaluation (even with no information entered).

Who receives the Attachment Only Self Evaluation?



Self Evaluation

Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

Self Evaluation: Annual: Attachment Only Performance Review (Self Evaluation) V2: (Virtual) Clarissa Merchant
1 day(s) ago - Due 03/25/2019; Effective 03/31/2019

Complete Self Evaluation
Self Evaluation: Annual: Attachment Only Performance Review (Self Evaluation) V2: (Virtual) Clarissa Merchant (Actions)

Review Period
04/01/2018 - 03/31/2019

1 day(s) ago - Due 03/25/2019; Effective 03/31/2019

INSTRUCTIONS FOR EMPLOYEE SELF EVALUATION: This self-evaluation is designed to help you perform a self-assessment to identify your strengths and areas for development in relation to our core competencies, your position responsibilities and your goals. Your feedback will be helpful for your discussions with your Manager during the Performance Review process. If you have a self-evaluation document, please upload it in the **Attachments** section of this performance review.

INSTRUCTIONS FOR MANAGER: Review attached employee self-evaluation, if applicable. Upload the manager evaluation document in the **Attachments** section of this performance review. Upon completion of the Manager Evaluation, please ensure you meet with the employee to discuss the performance review, provide feedback on strengths and areas for development in relation to our core competencies, the position responsibilities and their goals.

In the event the position responsibilities require updating, you will need to initiate the Edit Position Restrictions business process upon completion of the performance review process.

1
Go to Guided Editor
A simple step-by-step guide

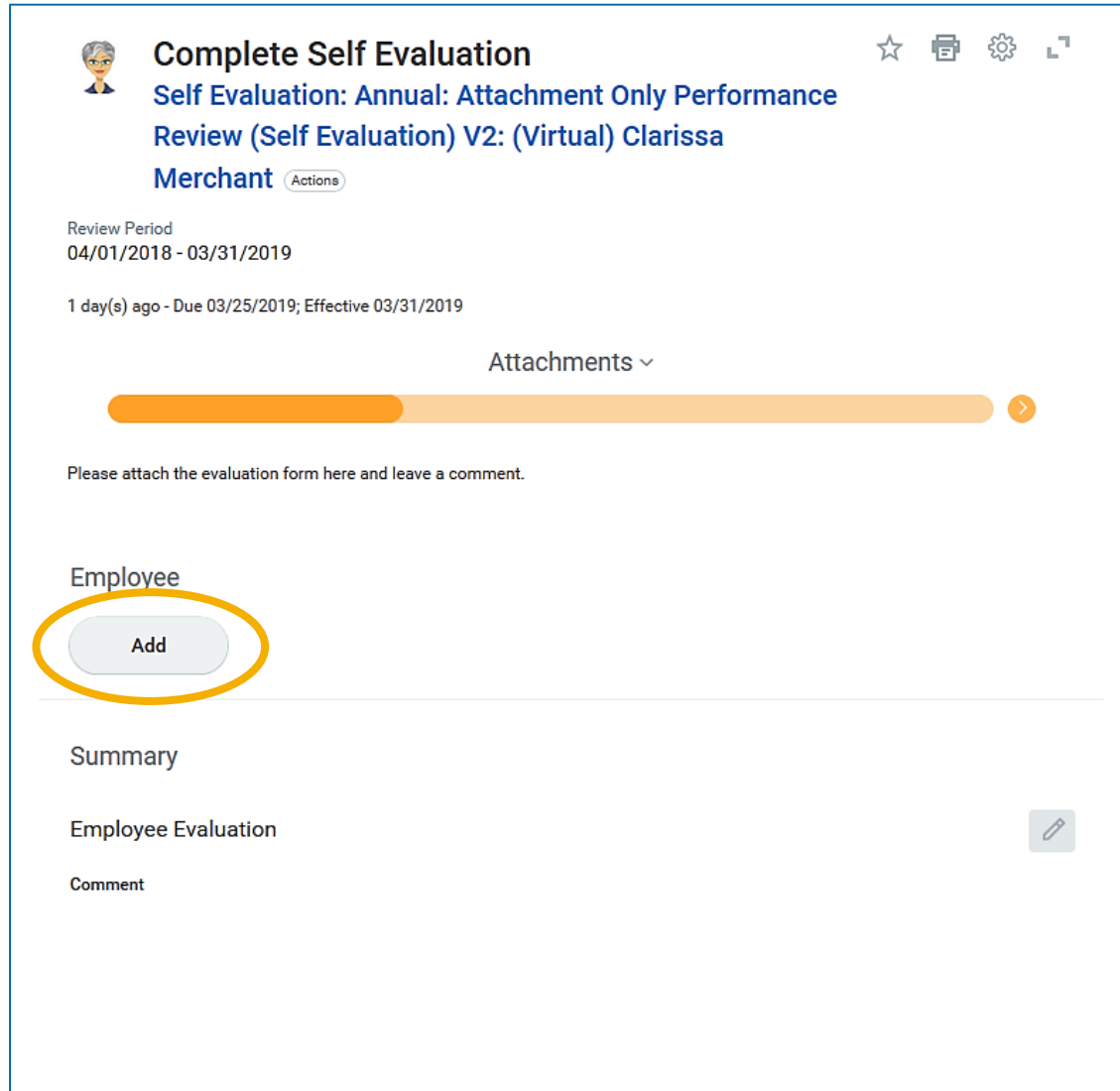
2
Go to Summary Editor
Edit everything on one page

Employees will have an Inbox item to complete the Self Evaluation. It may be done in one of two ways:

1. **Guided Editor**
A step-by-step guide through each section
2. **Summary Editor**
Displays every section on a single page

This example will use the **Guided Editor**.

Attachment Only: Attachments



Complete Self Evaluation
Self Evaluation: Annual: Attachment Only Performance
Review (Self Evaluation) V2: (Virtual) Clarissa
Merchant [Actions](#)

Review Period
04/01/2018 - 03/31/2019

1 day(s) ago - Due 03/25/2019; Effective 03/31/2019


Attachments ▾

Please attach the evaluation form here and leave a comment.

Employee

Add

Summary

Employee Evaluation 

Comment

Goals do not auto-populate to this evaluation template.

The first section is the Attachments section.

To add an attachment:
Click **Add**

Attachment Only: Attachments

Attachments ▾

Please attach the evaluation form here and leave a comment.

Employee

Evaluation Supporting Document
(empty)

File

Attach

Updated By
(empty)

Upload Date
(empty)

Comment

> Details

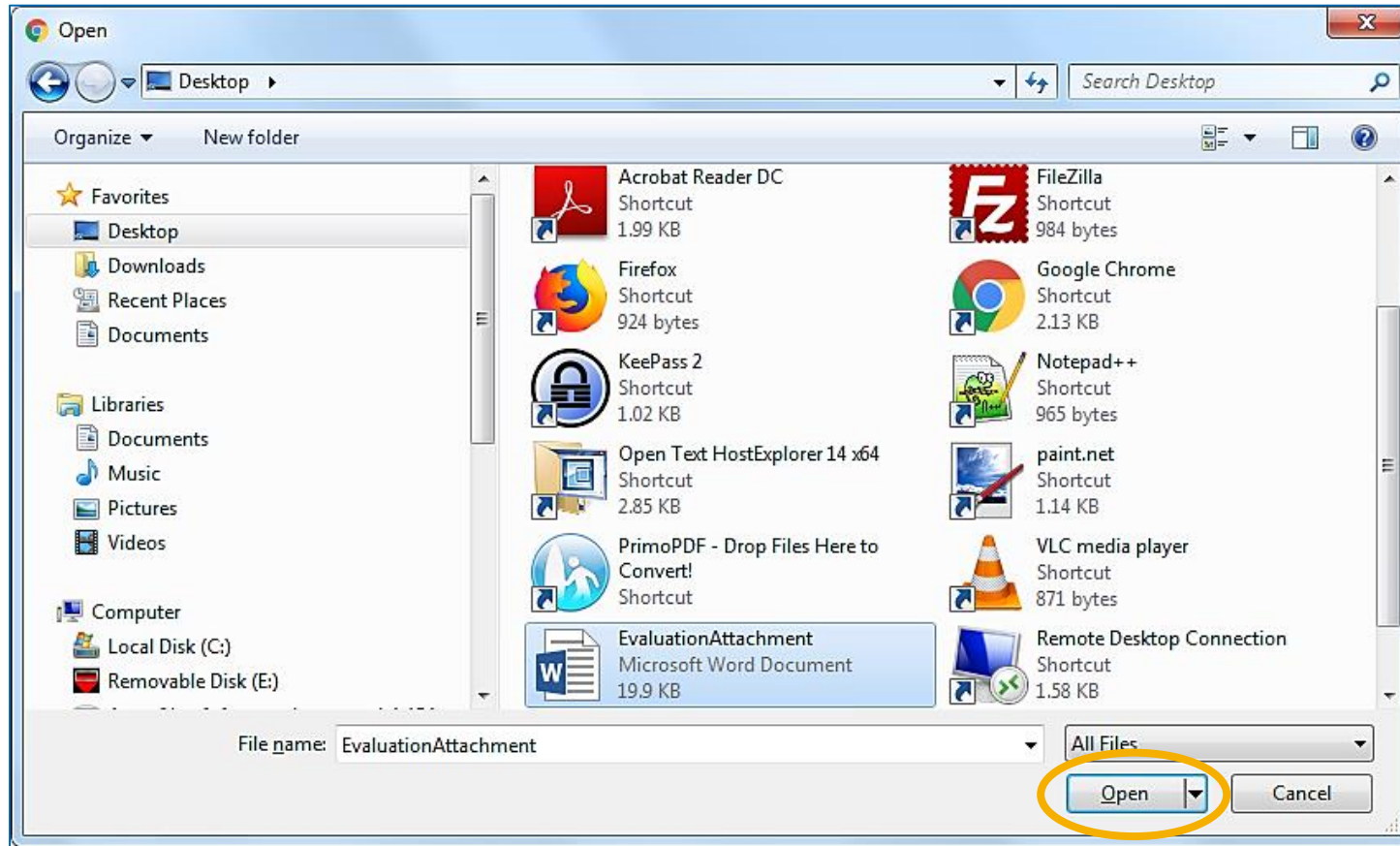
Add

To select a file to attach to the evaluation:

Click **Attach**

Note: The attachment type can be any format the Manager chooses, such as a memo, the Performance Feedback Form, or a spreadsheet.

Attachment Only: Attachments



Browse and select the file to attach, then:

Click Open


Attachment Only: Attachments

Attachments ▾

Please attach the evaluation form here and leave a comment.

Employee

Evaluation Supporting Document

 [Evaluation Attachment.docx](#)

File

Updated By
(Virtual) Clarissa Merchant

Upload Date
03/19/2019 03:42 PM

Comment

Attached is a document that outlines r

> Details

1

2

1. Enter a **Comment** (optional) explaining the attachment
2. Click the checkmark when done


Attachment Only: Attachments

Attachments ▾

Please attach the evaluation form here and leave a comment.

Employee

Evaluation Supporting Document ✕ ✎

 Evaluation Attachment.docx

Updated By
(Virtual) Clarissa Merchant

Upload Date
03/19/2019 03:42 PM

Comment
Attached is a document that outlines my

Add

Summary

To add another file:
Click **Add**
and repeat the process

Attachment Only: Attachments

Attachments ▾

Please attach the evaluation form here and leave a comment.

Employee

Evaluation Supporting Document
Evaluation Attachment.docx

Updated By
(Virtual) Clarissa Merchant

Upload Date
03/19/2019 03:42 PM

Comment
Attached is a document that outlines my

Add

Summary

Employee Evaluation

Comment

Normal ▾ | **B** | *I* | U | A ▾ | :≡ | 🔗

Under Summary, you can add an overall **Comment** about your attachments.

Attachment Only: Attachments

Attachments ▾

Please attach the evaluation form here and leave a comment.

Employee

Evaluation Supporting Document
Evaluation Attachment.docx

Updated By
(Virtual) Clarissa Merchant

Upload Date
03/19/2019 03:42 PM

Comment
Attached is a document that outlines my

Add

Summary

Employee Evaluation

Comment

Next

When finished with Attachments:
Click **Next**
to move to the Overall Rating page

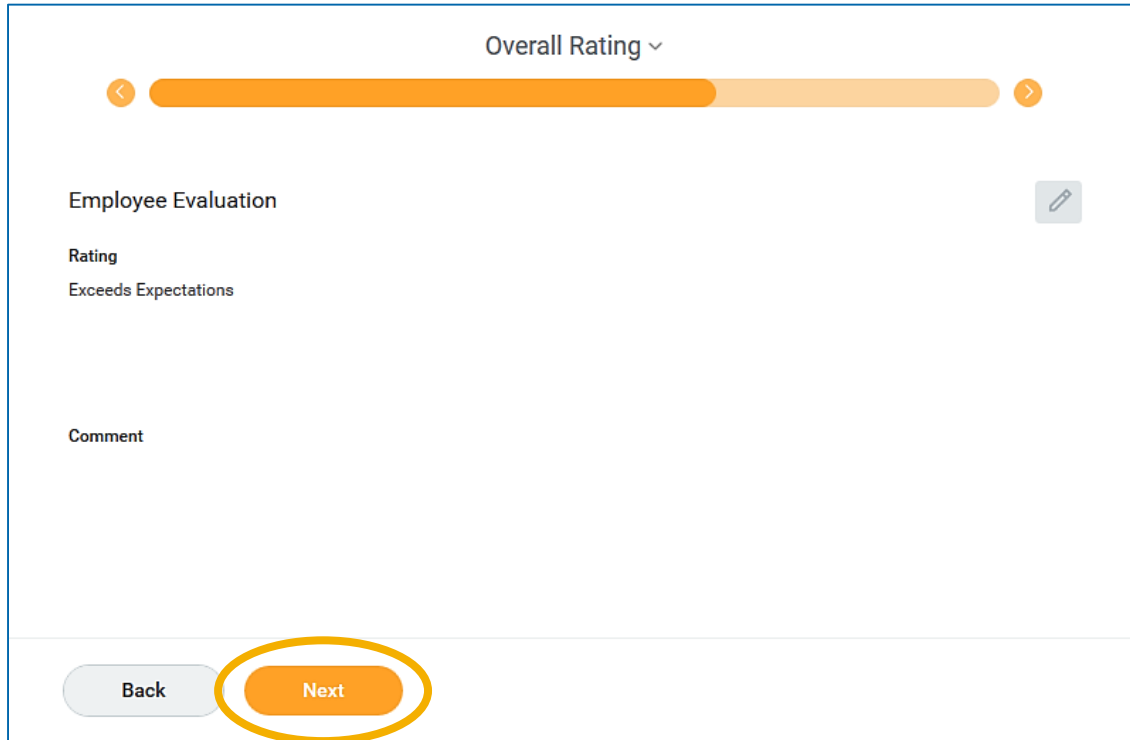
Attachment Only: Overall Rating

The screenshot shows a mobile application interface for an 'Employee Evaluation'. At the top, there is a title 'Overall Rating' with a dropdown arrow. Below it is a progress bar with a left arrow and a right arrow, indicating the current step. The main content area is titled 'Employee Evaluation' and contains two sections: 'Rating' and 'Comment'. The 'Rating' section is highlighted with a yellow circle containing the number '1'. The 'Comment' section is highlighted with a yellow circle containing the number '2'. At the bottom of the screen, there are two buttons: 'Back' and 'Next'.

You can provide an Overall Rating for your performance during the year.

1. Select a **Rating** (optional)
2. Enter a **Comment** (optional)

Attachment Only: Overall Rating



The screenshot shows a web form titled "Overall Rating" with a dropdown arrow. At the top, there is a progress bar with a left arrow and a right arrow. Below the progress bar, the form contains the following sections:

- Employee Evaluation** (with a pencil icon for editing)
- Rating**
 - Exceeds Expectations
- Comment**

At the bottom of the form, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a yellow oval.

Click **Next**
to move to the Summary page

Attachment Only: Review or Edit

The screenshot shows a self-evaluation form with several sections. At the top right, there is a 'Guide Me' button. The 'Attachments' section contains a document titled 'Evaluation Supporting Document' with a file icon and the name 'Evaluation Attachment.docx'. A yellow circle with the number '2' is placed over the document title, and another yellow circle with the number '1' is placed over the pencil icon to the right of the document. Below the attachments, there is a 'Summary' section with the text 'Employee Evaluation' and a pencil icon, with a yellow circle '1' next to it. The 'Overall Rating' section has the text 'Employee Evaluation' and 'Rating Exceeds Expectations', with a pencil icon and a yellow circle '1' next to it. At the bottom, the 'Process History' section shows a user '(Virtual) Clarissa Mercha' with a yellow circle '3' next to their name. Below this, there are three buttons: 'Submit', 'Save for Later' (which is circled in yellow), and 'Close'.

Before submitting your self evaluation, review or edit its contents.

To edit any of the sections:

1. Click the pencil icon to edit a **Rating, Comment** or attachment

To delete an attachment:

2. Click the **X** button to remove a document

To keep your work without submitting:

3. Click **Save for Later**

Attachment Only: Submit

Attachments

Guide Me

Employee

Evaluation Supporting Document
Evaluation Attachment.docx

Updated By
(Virtual) Clarissa Merchant

Upload Date
03/19/2019 03:42 PM

Comment
Attached is a document that outlines my

Add

Summary

Employee Evaluation

Comment

Overall Rating

Guide Me

Employee Evaluation

Rating
Exceeds Expectations

Comment

Process History



(Virtual) Clarissa Merchant - Due 03/25/2019
Complete Self Evaluation for Performance Review - Awaiting Action

Submit Save for Later Close

Once all attachments are uploaded and the self evaluation is ready:
Click Submit
to complete your self evaluation


Note: Once you click Submit, you cannot make any changes unless your Manager uses the Send Back option in the Manager Evaluation.

Attachment Only: Done

Success! Event submitted  

Self Evaluation: Annual: Attachment Only Performance Review (Self Evaluation) V2: (Virtual) Clarissa Merchant [Actions](#)

Up Next

 (Virtual) James Bishop

Annual: Attachment Only Performance Review (Self Evaluation) V2: (Virtual) Clarissa Merchant - Complete Manager Evaluation

Due Date 03/27/2019

> **Details and Process**

Done

You have successfully submitted your self evaluation.
Don't forget to click **Done**.

Up next is your Manager.