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?

Management Levels 1-5

- Chief Executive
- Executive Management
- Senior Management
- Administrative Management
- Director (includes Assistant & Associate Director)

Research Professionals - Other
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.
Goals do not auto-populate to this evaluation template.

The first section is the Attachments section.

To add an attachment:
Click 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
1. Enter a **Comment** (optional) explaining the attachment
2. Click the checkmark when done
Attachment Only: Attachments

To add another file:
Click **Add**
and repeat the process.
Under Summary, you can add an overall **Comment** about your attachments.
Attachment Only: Attachments

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

Click **Next**
to move to the Summary page
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
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.
You have successfully submitted your self evaluation.
Don’t forget to click Done.

Up next is your Manager.