

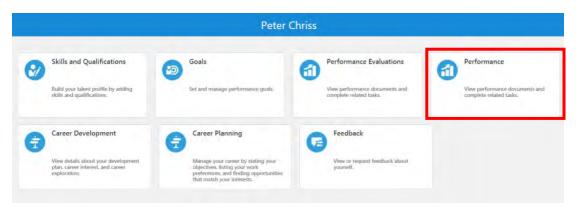


## **Complete Self Evaluation**

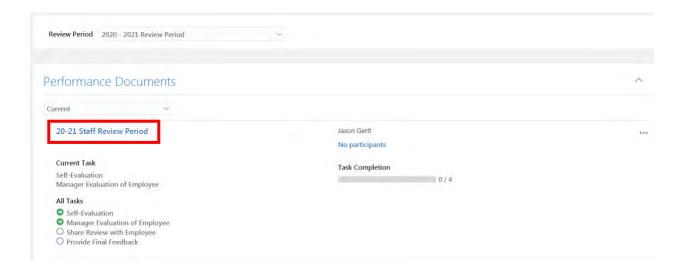
1. In About Me select 'Career and Performance' icon



2. Select 'Performance' tile



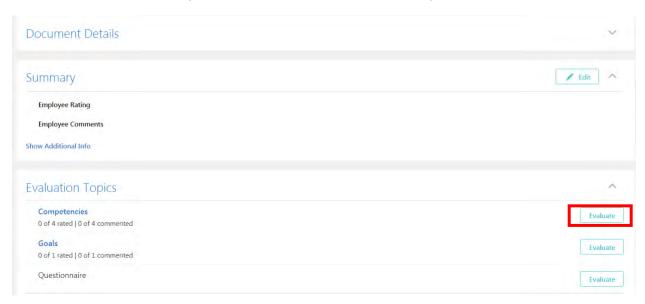
3. Click 'Review Period Link







4. Select Section to complete and click 'Evaluate'. Start with Competencies and Goals



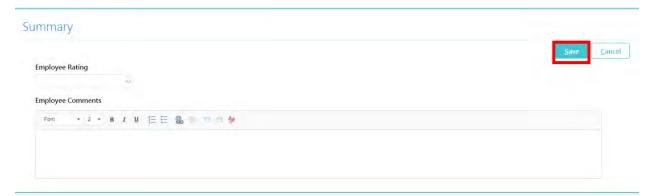
5. Enter ratings and comments

Communication, Mutual Respect and Professionalism

Communicates in an accurate, concise, respectful and organized manner, both orally and in writing. Maintains confidentiality. Navigates conflict effectively and demonstrates self-awareness. Represents the University in a professional manner. Maintains a professional appearance based on department objectives. Establishes and maintains positive working relationships within department and across campus. Actively contributes to the achievement of team and University initiatives. Assists other members of the team. Provides timely feedback and follow up to management as appropriate.



- 6. Click 'Save and Close'
- 7. In Summary click 'Edit' to enter ratings and comments.



8. Click 'Save' to save updates







- 9. Click 'Submit' to send the review to your manager for review.
- 10. Task completion will show 1 step completed

