



Complete Self Evaluation

1. In Team Talent select 'Performance' icon

About Me	Team Talent	Tools	Others				
QUICK ACTIONS		APPS					
Change M	anager						
Seniority D	Dates		Team Talent	Performance Overview	Career Overview	Performance	Career
Employee	Summary						
Employme	ent Info		-	2		4	
Document	Records		Talent Review	Talent Review	Workforce Compensation		

2. Click review period

Performance Documents

Search Person	۹ Hide Filters		
aved Search			
ManagerViewFacetedSe ~ Save	2	20-21 Staff Review Period	
	DA	Dawn Ardent	No participants
Filters	*	IT Project Manager	
-illers neser	*	Current Task	Task Completion
Expand All Collapse All		Manager Evaluation of Employee	1/4
-			Employee Rating
 Employees Cle 	ar		Meets Objectives
All Evaluatees		All Tasks	
Directs Only		Self-Evaluation	
		 Manager Evaluation of Employee 	
 Document Type Cle 	ar	O Share Review with Employee	
		O Provide Final Feedback	

3. To enter comments and ratings for Competencies and Goals click 'Evaluate

Evaluation Topics		^
Competencies 0 of 4 rated 0 of 4 commented		Evaluate
Goals 0 of 2 rated 0 of 2 commented		Evaluate





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4. Enter ratings and comments

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anager Rating	Employee Rating	
~	Meets Objectives	
anager Comments		
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- 5. Click 'Save and Close'
- 6. In Summary click 'Edit' to enter ratings and comments.

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Save
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Objectives
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- Employee Comments Meets
- 7. Click Save when finished entering comments





- 8. Click 'Submit' to save changes.
- 9. To share review with employee, reopen the review and click 'Share and Release.' NOTE: Share and Retain will allow the employee to view the manager ratings and comments within the system, but prevent the employee from signing the review and completing the process.

Share the evaluation for employee review. Re	etain control or release to progress to the next task.	Share and Retain	Share and Release
ocument Details			Ý
Summary			~
Manager Rating	Employee Rating		
Meets Objectives	Meets Objectives		
Manager Comments			
You meet expectations			
Employee Comments			
Meets			
now Additional Info			

10. Enter comments and click submit.

DA	Share and Release Dawn Ardent	Submit	Cancel
	Comments		
	Tanona - 2 - B J U E E 🔒 🐂 5 - 5		
	Please review and sign		

11. Task completion will show 3 steps completed

Review Period 2020 - 2021 Review Period	~	
Performance Documents		^
Current 🗸		
20 - 21 Staff Performance Review	Meets Objectives By Jubal Harshaw 1 of 2 participants responded	
Current Task Provide Final Feedback	Task Completion	
All Tasks Self-Evaluation Manager Evaluation of Employee Share Review with Employee Provide Final Feedback		