



Complete Self Evaluation

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

Abou	t Me Tools Oth	ners			1	
QUICK A	CTIONS	APPS				
2	Personal Details				† ≜	
¢	Document Records	Checklist Tasks	Pay	Time and	Career and Performance	What to Learn
\bowtie	Contact Info			Abartes	- Chomarke	
B	Family and Emergency Contacts		- -			
*	My Organization Chart	Career Development	Career Planning	Skills and Qualifications		

2. Select 'Performance' tile

Peter Chriss						
0	Skills and Qualifications	Goals	Performance Evaluations	Performance		
	Build your talent profile by adding skills and qualifications.	Set and manage performance goals.	View performance documents and complete related tasks.	View performance documents and complete related tasks.		
G	Career Development	Career Planning	Feedback			
	View details about your development plan, career interest, and career exploration.	Manage your career by stating your objectives, listing your work preferences, and finding opportunities that match your interests.	View or request feedback about yourself.			

3. Click the Information dots on the right side and select 'Select Feedback Providers'

Review Period 2020 - 2021 Review Period 🗸		
Performance Documents		^
Current		
20-21 Staff Review Period	Jason Gerlt No participants	Select Feedback Providers
Current Task Manager Evaluation of Employee	Task Completion	Print
All Tasks Self-Evaluation Manager Evaluation of Employee Share Review with Employee Provide Final Feedback		



5. Search for person by typing first or last name in 'Add Person' search box

Current	Participant	S			
Select P	articipants				
Add Person	Harshaw	~			1
	Jubal Harshaw	Director	work Email	Person Number 37300	othing here so far.

6. Click 'Save and Close' when all participants have been added

Add Participants					
	Current Participants			~	
	Select Participants Add Person [Select a value]			^	
	JHJ Jubal Harshaw Director.	Contributor	\checkmark	×	

7. Select participant and click the Actions button. Select 'Notify Manager.' Note: selecting the checkbox by the 'Actions' button will select all participants.

F	Partici	pants	+ Add
		Actions	
	⊻ (Add Question Change Role	nt
L		Notify Manager	elected By Peter Chriss
		Delata	





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8. Add comments if desired. Click 'Submit.'

Notify Manager		Su	.lb <u>m</u> it
	Details		
	Participants Jubal Harshaw Message to Manager		
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