Process Summary:

<table>
<thead>
<tr>
<th>You...</th>
<th>Your Manager...</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Complete the Self-Evaluation.</td>
<td>- Reviews your Self Evaluation.</td>
</tr>
<tr>
<td></td>
<td>- Enters feedback to the Manager Evaluation.</td>
</tr>
<tr>
<td></td>
<td>- Shares the Manager Evaluation with you.</td>
</tr>
<tr>
<td>- Review the Manager’s Evaluation.</td>
<td>- Meets with you; may enter additional comments.</td>
</tr>
<tr>
<td>- Meet with your manager to review the evaluation.</td>
<td></td>
</tr>
<tr>
<td>- Acknowledge the Manager Evaluation.</td>
<td>- The manager can review the complete document but cannot edit it.</td>
</tr>
<tr>
<td>- The annual review is now complete and has moved to My Historical Documents.</td>
<td></td>
</tr>
</tbody>
</table>

Complete Your Self-Evaluation


2. Provide comments and ratings:

   **Goals tab**
   - Job and Performance Goals
   - Professional Growth and Development Goals

   **Competencies tab**
   - Core Competencies
   - Additional Competencies

3. Add your summary comments to the Overall Summary (summary tab).
4. Click Save at the top-right of the page.
5. When finished, click Complete, then Confirm. An e-mail is sent informing your manager your self-evaluation is ready for review.

Helpful links and buttons:
- ![Click to review the rating definitions.](image)
- ![Click to include any notes you added in the Performance Notes page.](image)
- ![Click to spell-check a section.](image)
Meet with Your Manager

Your manager may share the Manager Evaluation before or after you meet. Either way, it is important to have a conversation with your manager about the evaluation and your overall annual performance.

1. Review and Acknowledge the Manager’s Document. Access the Manager Evaluation from the My Performance tile on Self Service. The evaluation will display once you select the document.

2. Review the document and add additional information in the Employee Comments, if applicable (Summary tab).

3. Click Acknowledge, then Confirm.
4. The annual process is now complete.

You can view the completed document from the My Historical Documents page, which is also accessed from the My Performance tile.

Need More Help?
Review the detailed work instruction: Employee: Completing Your Annual Review.

If you still have questions after reviewing the additional information, contact your local HR office.