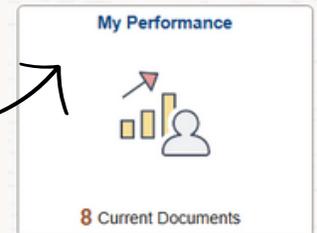




# ANNUAL PERFORMANCE MANAGEMENT QUICK GUIDE STAFF SELF-EVALUATION

Access your self-evaluation as part of the annual performance management process on [PeopleSoft](#).

Select the “My Performance” tile



Under “My Current Documents” locate the current fiscal year Annual Review. Select the appropriate row.

Your Employee Self Evaluation should now appear. You will see various tabs including ‘Instructions, Goals, Mid-Year, Annual, Competencies, Feedback’. Select **Annual**. Complete your self-evaluation in the text box provided under “Employee Comments”.

When you’ve completed your self-evaluation and are ready to share your reflections with your manager, select ‘Start Sharing’ on the top right. Be sure to save your progress before sharing!

If you need to edit after sharing, you may select “Stop Sharing”. Make sure to save again before re-sharing.

[Return to My Performance](#)

Save

Start Sharing

Coordinate with your manager on the deadline for your self-evaluation. Following your performance review conversation with your supervisor, be sure to acknowledge the performance conversation was completed either via the email prompt or in the Annual Review Form.