

Completing the Performance Evaluation as an Employee

OFFICE OF HUMAN RESOURCES

Log into People Admin and click on the menu button (three blue dots)

Performance

Welcome, Test1 Employee [My Profile](#) [Help](#) [logout \(testuser1\)](#)

AP Austin Peay
Human Resources

Home Shortcuts ▾

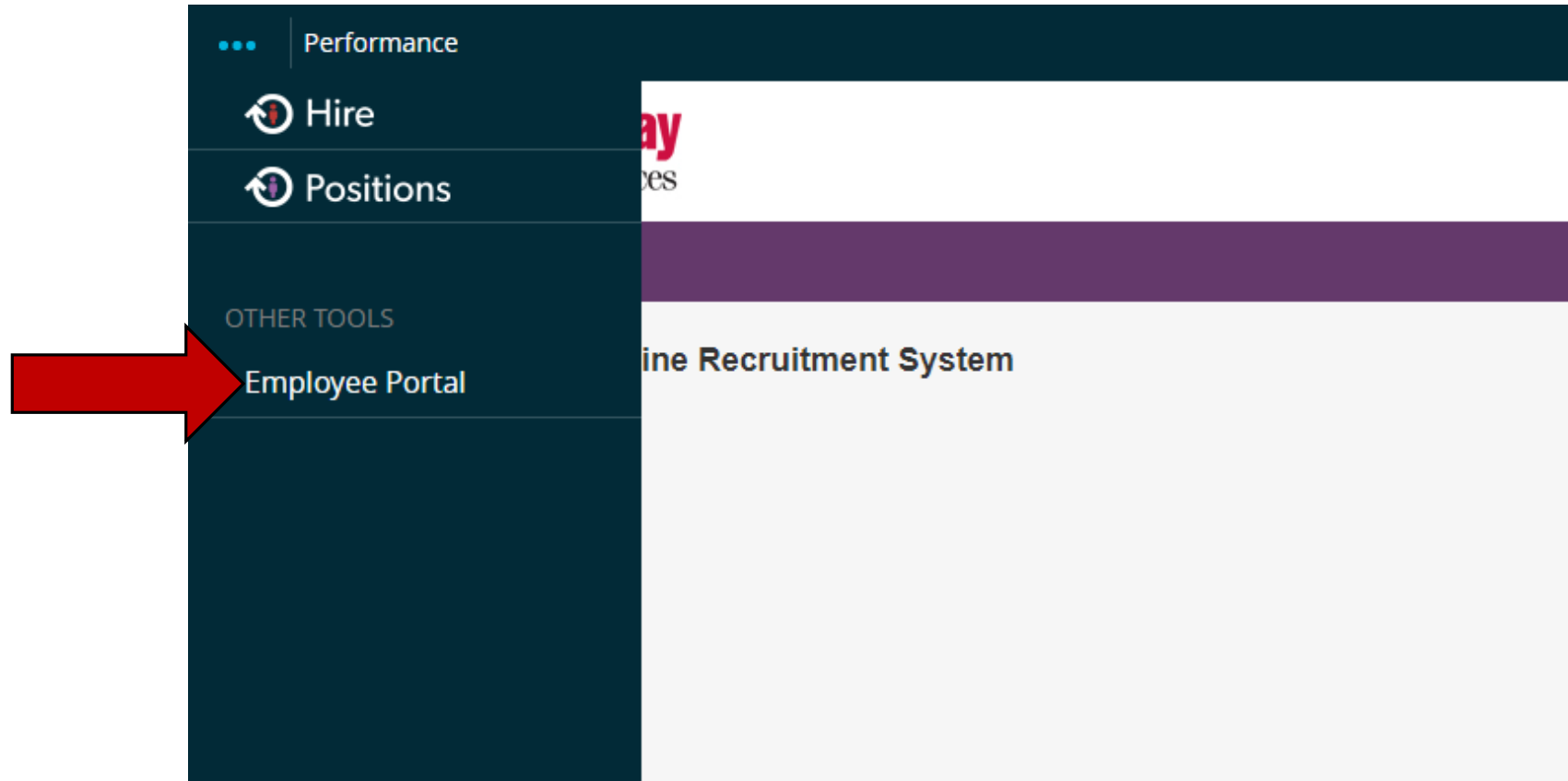
Welcome to your Online Recruitment System

My Filled Postings
Last 30 days
0

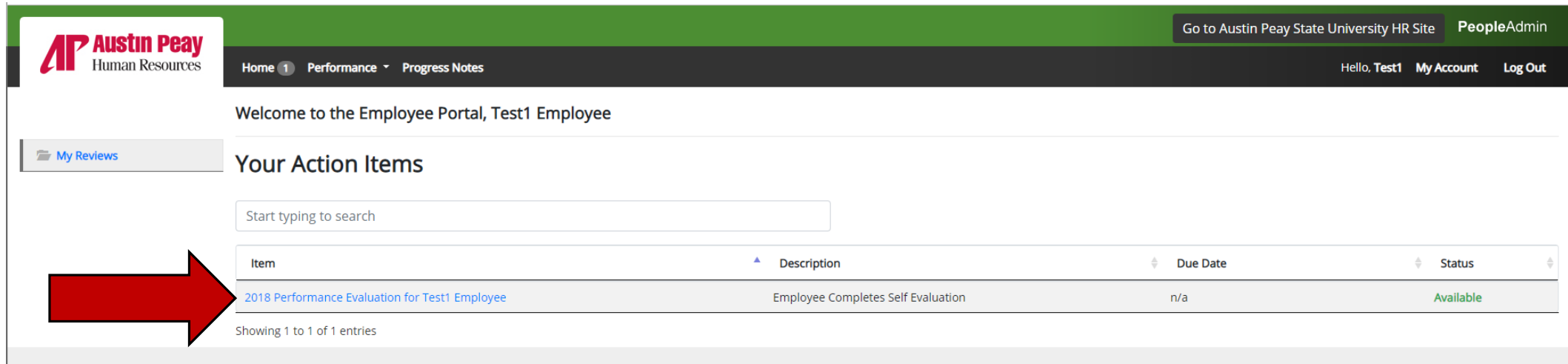
My Open Postings
0

Average days your inbox tasks wait

Select “Employee Portal”



Select your self-evaluation



The screenshot shows the Austin Peay Human Resources portal. The header includes the logo, navigation links (Home, Performance, Progress Notes), and user information (Hello, Test1, My Account, Log Out). The main content area is titled "Your Action Items" and contains a search bar and a table with one entry. A red arrow points to the entry.

Welcome to the Employee Portal, Test1 Employee

[My Reviews](#)

Your Action Items

Start typing to search

Item	Description	Due Date	Status
2018 Performance Evaluation for Test1 Employee	Employee Completes Self Evaluation	n/a	Available

Showing 1 to 1 of 1 entries

Provide a rating and comment for each performance criteria.

Criteria:

CUSTOMER SERVICE

Performance Standard

Knows who the customer is and puts the customer first. Works to reduce/eliminate red-tape for all. Knows and acts upon what it takes to deliver customer value. Makes a genuine effort to listen to and seeks to understand and resolve customer needs/issues. Strives for excellence in service to all customers.

Top Performer

Demonstrates superior ability to easily resolve customer needs. Identifies the best solution for each customer. Utilizes exceptional knowledge and judgement when working with clients. May receive frequent and positive feedback from customers for providing excellent service.

Strong Performer

Demonstrates strong ability to easily resolve customer needs. Identifies a solution for each customer. Proactive in anticipating customer needs. Builds solid working relationship with customers.

Solid Performer

Demonstrates ability to easily resolve customer needs. Consults with others to identify a solution for each customer.

Marginal Performer

Demonstrates a lack of ability to easily resolve customer needs. Inconsistent in identifying needs and/or listening to the customer. Inconsistent in reaching out to others to resolve customer issues.

Unsatisfactory Performer

Demonstrates poor ability to easily resolve customer needs. Unable to identify needs and/or does not listen to the customer. Provides inaccurate information.

Weight:

15%

* Rating

Solid Performer ▼

* Comments

I am able to handle a wide variety of questions, issues, and complaints representing a broad area of responsibility. I accomplish this quickly and to the customer's satisfaction or understanding. I escalate concerns as needed.

Click “Next” to move to the Summary tab or select “Save Draft” if you need more time.

Criteria:

TIME MANAGEMENT

Performance Standard

Individual has an understanding of how to structure time based on set priorities and the ability to adjust priorities as they change. Strives to optimize personal efficiency and effectiveness.

Top Performer
Demonstrates a superior ability to structure time based on set priorities. Exceeds deadlines. Evaluates progress on tasks and adjusts work style as needed.

Strong Performer
Demonstrates a strong ability to structure time based on set priorities. Uses sound methods to plan and track work, appointments, and commitments. Groups related tasks to be more efficient. Deadlines are met or exceeded.

Solid Performer
Demonstrates an ability to structure time based on set priorities. Easily transitions between tasks and picks up where left off when interrupted. Deadlines are always met.

Marginal Performer
Demonstrates a lack of ability to structure time based on set priorities. Sometimes misses deadlines.

Unsatisfactory Performer
Demonstrates poor ability to structure time based on set priorities. Frequently misses project deadlines.

Weight:

5%

* Rating
Solid Performer ▾

* Comments
.



[Save Draft](#) [Next >](#)

Provide an overall summary of your performance.
Once you are finished, select “Complete.”

Home 1 Performance ▾ Progress Notes

The Self Evaluation has been saved!

Self Evaluation for Test1 Employee

Performance Criteria Summary

Attachments 0

Actions ▾

Self Evaluation Summary

Use this section to provide overall comments regarding your performance for this year.

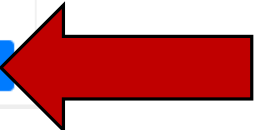
Overall Comments

This year I expanded my job knowledge by attending several conferences and webinars, as well as some LGL trainings. I played a vital role in the department achieving our objectives for the year. I look forward to future projects in 2019.

Remove Entry?

Check spelling

Save Draft Complete



Acknowledging the Supervisor Evaluation

Navigate back to the Employee Portal. You will have an action item to select.

Home 1 Performance ▾ Progress Notes Hello, Test1 My Account Log Out

Welcome to the Employee Portal, Test1 Employee

Your Action Items

Start typing to search

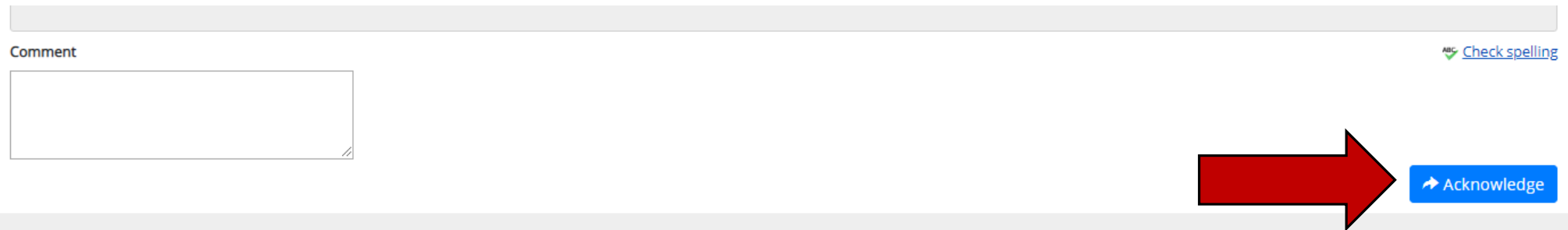
Item	Description	Due Date	Status
2018 Performance Evaluation for Test1 Employee	Employee Acknowledgement of Evaluation	n/a	Available

Showing 1 to 1 of 1 entries



Review your evaluation. When you have finished your review and met with your supervisor, acknowledge your evaluation.

Comments are optional and are visible by your supervisor and HR.



The screenshot shows a user interface for a performance evaluation. On the left, there is a text input field labeled "Comment". To the right of the input field, there is a "Check spelling" link with a green checkmark icon. Below the input field, there is a blue button labeled "Acknowledge" with a white arrow icon pointing to the right. A large red arrow is overlaid on the image, pointing from the input field towards the "Acknowledge" button.

This concludes the annual performance evaluation process.