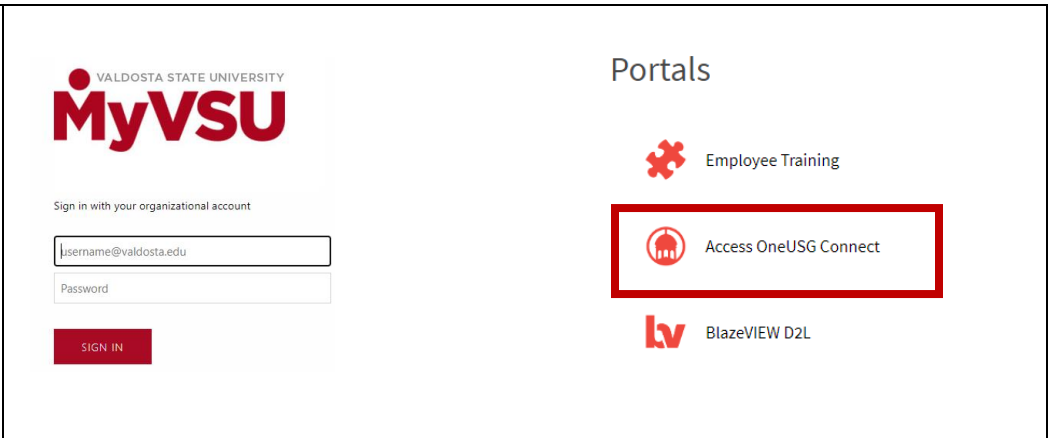
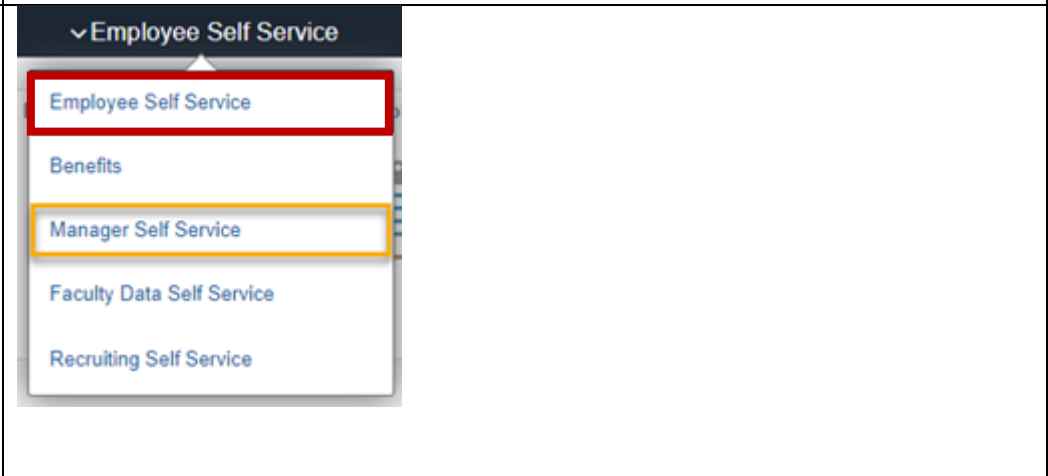
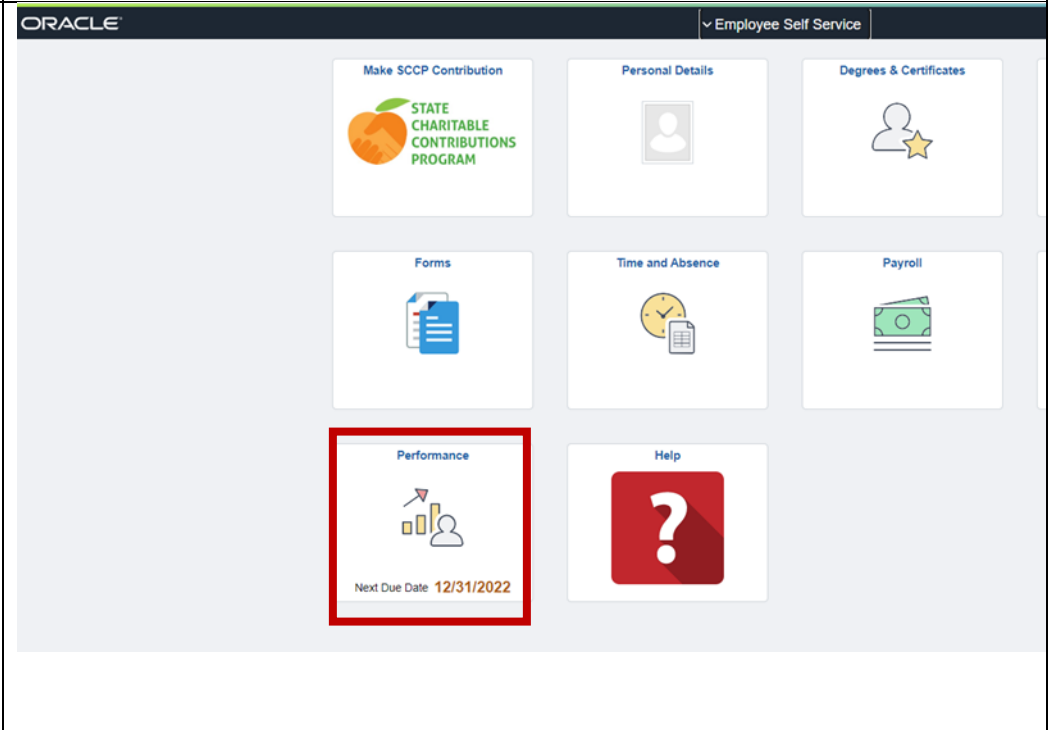


ePerformance: Employee's Guide for the Self Evaluation



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT
VALDOSTA STATE UNIVERSITY

This document provides step-by-step instructions on how to complete the **Self Evaluation** for the annual performance evaluation. The self evaluation gives the employee an opportunity to rate themselves in each category (**Goals, Job Duties, Performance Factors, and Values**) and add comments and/or attachments to support their rating.

Log into MyVSU and select Access OneUSG Connect.	
The Employee Self Service screen will appear on the home page.	
Click on the Performance tile in Employee Self Service.	

Complete each section by clicking on the tabs for **Goals, Job Duties, Performance Factors, and Values**.

***NOTE:** Each section is weighted 25% of the evaluation. Complete all four sections for an accurate overall rating.

Each section can be expanded. Employee will rate each item and can add comments.

***NOTE:** Comments are encouraged for ratings other than 3: Successful.

Performance Process

Steps and Tasks

Wendy Byrd 1

USG Annual Review for Staff

01/01/2022 - 12/31/2022 Overview

Define Criteria Due Date 12/31/2022

Complete Self Evaluation Due Date 12/31/2022

Update and Complete

Review Manager Evaluation Due Date 12/31/2022

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Job Title Manager

Document Type USG Annual Review for Staff

Template Annual Review for Staff

Status Evaluation in Progress

Manager Jeanne Boddie

Period 01/01/2022 -

Document ID 14549

Due Date 12/31/2022

Employee Data

Employee ID 1006154

Department 1521000

Location 510

Employee Development Valdosta State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the your changes and send this document to your manager for review.

Calculate All Ratings

Goals Job Duties Performance Factors Values Overall Summary

Section 1 - Goals

Expand Collapse

Supervision

Data Analytics and Assessments

Initiatives

Training

Strategic Direction

Collaborations

Budget

To add an attachment:

Look for **Attachments** at the bottom of each screen.

Click the  **Add Attachment** icon.

Click **Choose File**, select a file from your computer or files and click **Upload**.

Enter a description for your attachment and then select from the drop down either **Employee and Manager** or **Employee only** depending on who should view the attachment.

Attachments

File Name

Test_document_for_ePerformance.docx

 Add Attachment

File Attachment

Choose File No file chosen

Upload Cancel

Attachments

File Name	Description	Attachment Audience
Test_document_for_ePerformance.docx		

Review Overall Summary Tab:

Click the **Overall Summary** tab.

Employee will see overall rating and may enter comments for the manager to see.

The screenshot shows a web interface with a top navigation bar containing tabs: Goals, Job Duties, Performance Factors, Values, and Overall Summary. The 'Overall Summary' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Section 5 - Overall Summary'. The main content area displays 'Employee Rating 4 - Superior' with a red arrow pointing to the value '3.88'. Below the rating, there is a text area for 'Employee Comments' with a rich text editor toolbar above it. The toolbar includes buttons for font color, background color, font size, bold, italic, underline, bulleted list, numbered list, link, unlink, and a table icon.

Submitting the Self Evaluation:

Once the Employee has completed the self evaluation and reviewed the overall summary tab, click save and complete at upper-right corner of the screen.

*Employee can Export or Print (to pdf) to keep a copy of the submission.

Then click confirm.

The screenshot shows a web interface with a top navigation bar containing tabs: Goals, Job Duties, Performance Factors, Values, and Overall Summary. The 'Overall Summary' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Section 5 - Overall Summary'. The main content area displays 'Employee Rating 4 - Superior' with a red arrow pointing to the value '3.88'. Below the rating, there is a text area for 'Employee Comments' with a rich text editor toolbar above it. The toolbar includes buttons for font color, background color, font size, bold, italic, underline, bulleted list, numbered list, link, unlink, and a table icon.

Employee will receive a confirmation for successful completion.

USG Annual Review for Staff
Confirmation - Document Completed

✓ You have successfully completed your evaluation.

For any training-related questions, please contact Employee and Organizational Development at training@valdosta.edu. Please include any screenshots that may help the team resolve the issue.