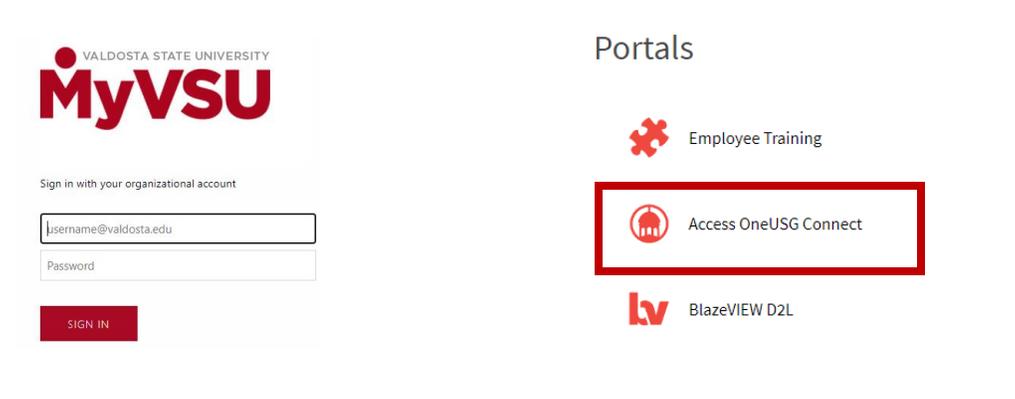
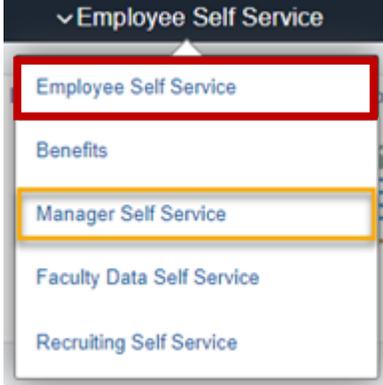
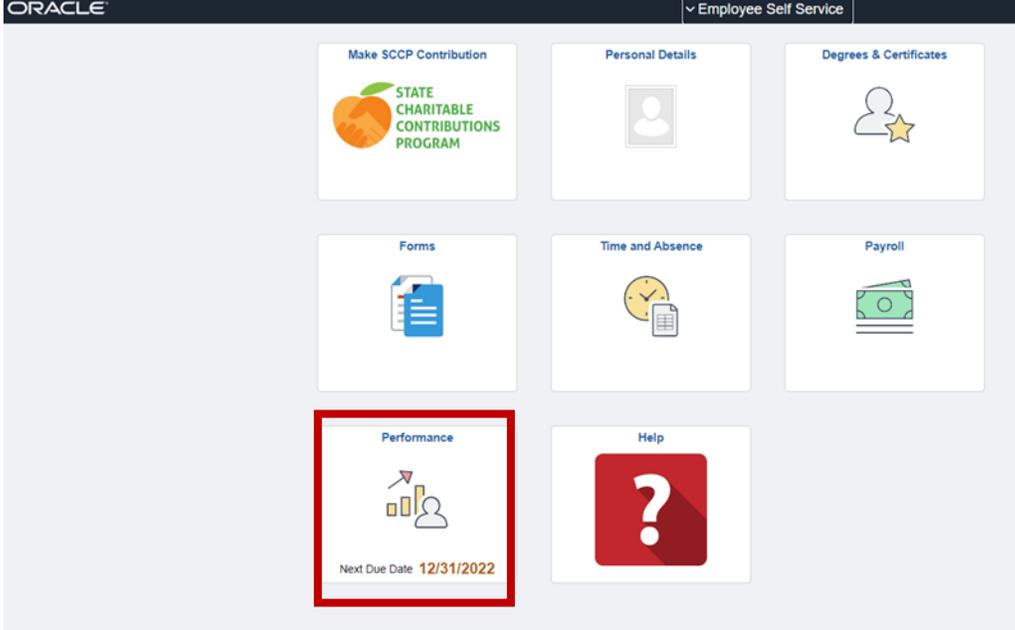


ePerformance: Employee's Guide for the Self Evaluation



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.

<p>Log into MyVSU and select Access OneUSG Connect.</p>	 <p>The screenshot shows the MyVSU login interface. On the left, there is a sign-in form with fields for 'Username' (containing 'jusername@valdosta.edu') and 'Password', and a 'SIGN IN' button. On the right, under the heading 'Portals', there are three options: 'Employee Training' with a puzzle piece icon, 'Access OneUSG Connect' with a building icon (highlighted by a red box), and 'BlazeVIEW D2L' with a 'lv' logo.</p>
<p>The Employee Self Service screen will appear on the home page.</p>	 <p>The screenshot shows a dropdown menu titled 'Employee Self Service'. The menu items are: 'Employee Self Service' (highlighted with a red box), 'Benefits', 'Manager Self Service' (highlighted with a yellow box), 'Faculty Data Self Service', and 'Recruiting Self Service'.</p>
<p>Click on the Performance tile in Employee Self Service.</p>	 <p>The screenshot shows the Oracle Employee Self Service dashboard. The top navigation bar includes the Oracle logo and a dropdown menu for 'Employee Self Service'. The dashboard features several tiles: 'Make SCCP Contribution' (State Charitable Contributions Program), 'Personal Details', 'Degrees & Certificates', 'Forms', 'Time and Absence', 'Payroll', 'Performance' (highlighted with a red box), and 'Help'. The 'Performance' tile includes a bar chart icon and the text 'Next Due Date 12/31/2022'.</p>

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 << >> USG Annual Review for Staff
Steps and Tasks Self-Evaluation - Update and Complete
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
Manager Jeanine Boddie
Period 01/01/2022
Document Type USG Annual Review for Staff
Template Annual Review for Staff
Status Evaluation in Progress
Document ID 14549
Due Date 12/31/2022
Employee ID 1006154
Department 1521000 Employee Development
Location 510 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**.

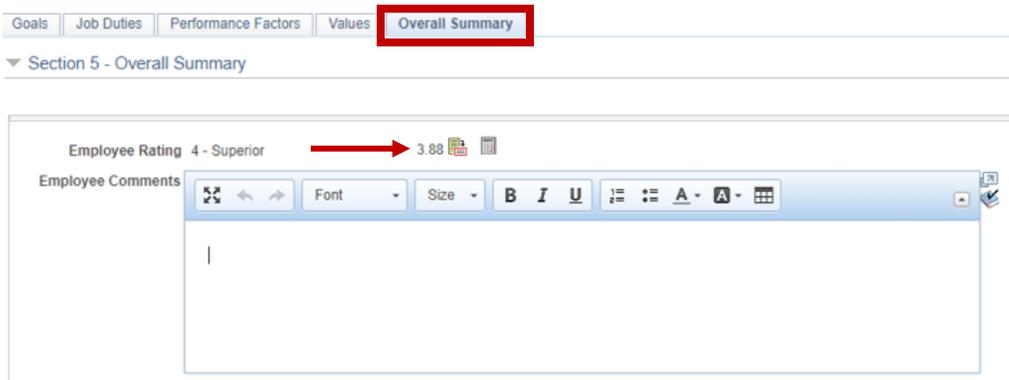
Enter a description for your attachment and then select from the drop down either **Employee and Manager** or **Employee only** depending on who should view the attachment.

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.

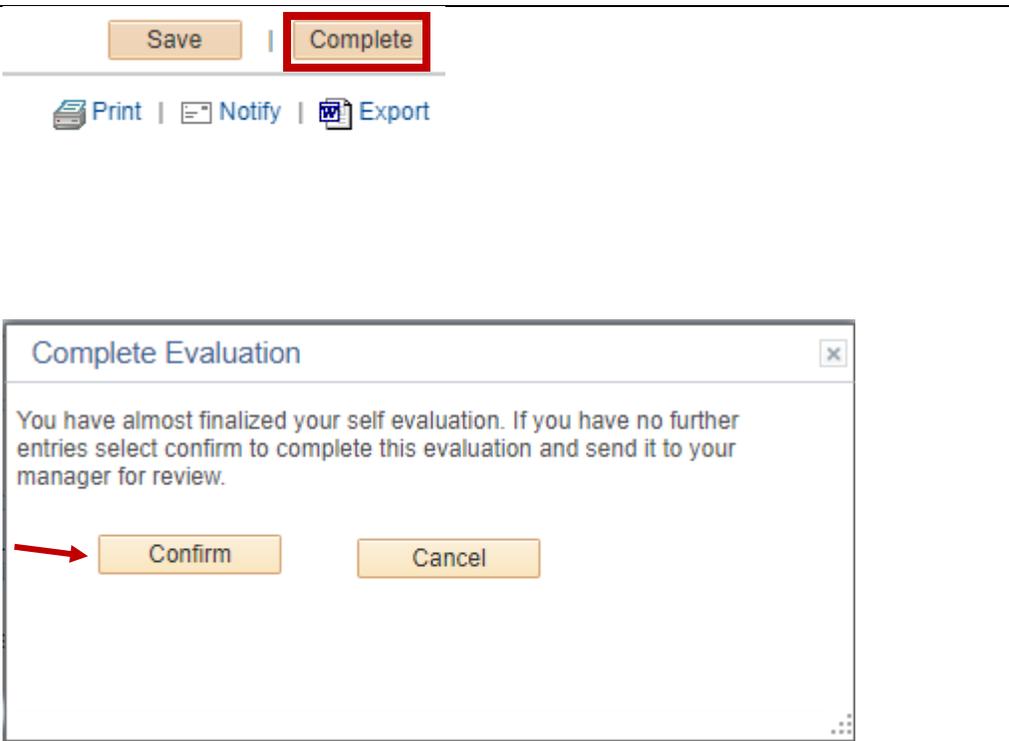


Submitting the Self Evaluation:

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.



Employee will receive a confirmation for successful completion.



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.

For any process-related questions, please contact the Employee Relations Manager at mmscottfirestone@valdosta.edu.