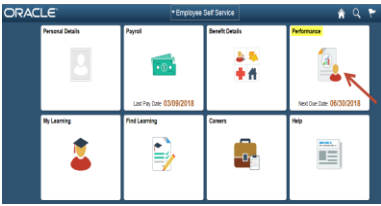
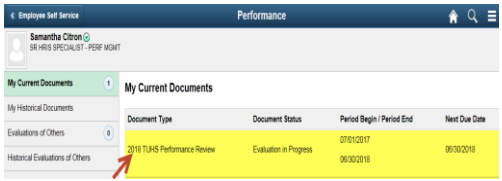
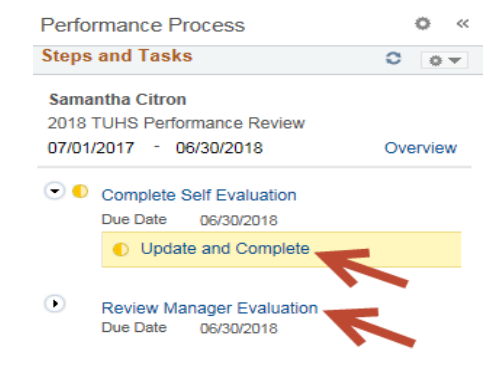


Self Service – Self Evaluation and Manager Evaluation Document

- Select the Performance Tile
- Select My Current Documents
- Select 2018 TUHS Performance Review

- Select "Update and Complete" to complete your self-evaluation
- Once your manager has completed your official evaluation and shared it with you, select "Review Manager Evaluation" to enter comments.
- The Save and Complete Buttons will be available to you on your self-evaluation and the official manager reevaluation. Please remember to save your work periodically. When you are ready to complete your self-evaluation and sign the official manager devaluation, press complete to finish the performance process.





Save | Complete

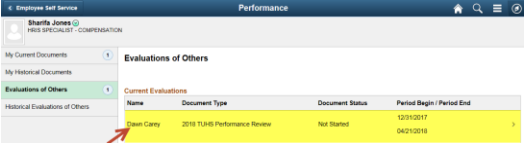
NOTE: Once the Evaluation has been electronically signed it will be housed in Historical Documents. The manager will be notified via email of your electronic signature, any acknowledgment comments and completion of the performance review cycle.

Self Service – Third Party Evaluations

- Select the Performance Tile in Employee Self Service
- Select Evaluation of Others
- Select the check box next to the employee's name and then click Accept or Decline
- Select the 2018 Performance Review to start the Third Party evaluation.
- Use the save button to save your work periodically. Click Complete once you have finished the third party evaluation and are ready to share your ratings and comments with the employee's manager.

Name	Document Type	Due Date
<input type="checkbox"/> Dawn Clardy	2018 TUHS Performance Review	04/21/2018



Name	Document Type	Document Status	Period Begin / Period End
<input type="checkbox"/> Dawn Clardy	2018 TUHS Performance Review	Not Started	12/01/2017 - 04/21/2018

Save | Complete