

Process	Employee Completes Self Evaluation	Module: ePerformance
		Business Process: 4.00
		Date Created: 05/13/2018
		Date Revised: 11/06/2019
Purpose	Employee Completes the Self Evaluation	
Navigation	Self Service > Performance Management >My Performance Documents> Current Documents	
Prerequisites	Manager Must Approve the Define Criteria	
Helpful Hints		

STEP	DESCRIPTION	EXPECTED RESULTS
1.	Log into iRattler Navigate to Self Service > Performance Management > Performance Documents > Current Documents Option2: Click on the Employee Self Service Tile. Click on The Performance Tile Click on the Current A&P Document for the Employee	<section-header></section-header>
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STEP	DESCRIPTION	EXPECTED RESULTS
2.	Employee clicks Expand and the Evaluation displays. Employee shall review the approved Define criteria.	
3.	Employee clicks on Review Participant Evaluation Clicks on the Name of the Nominate Participant. Employee reviews Nominee's evaluation. (If Available)	Participants Comments Displays on new Tab.
4.	Click on Complete Self Evaluation Then Click on Update & Complete	Employee Comments Section Displays
5.	Employee clicks on expand under the Behavioral Expectations and give ratings on each objective by clicking on appropriate rating and can leave comments for the objectives each or at the end for overall comments.	Performance Process Annual USPE Evaluation Exec Dama Annual USPE Evaluation Exec Dama Annual USPE Evaluation Exec Dama Self-Evaluation Description Self-Evaluation Self-Evaluation Self-Evaluation Complete Section 1 - FAMU Behavioral Expectations Section 1 - FAMU Behavioral Expectations Section 1 - FAMU Behavioral Expectations Complete Complete Complete Complete Com
6.	At the bottom of Page within FAMU Behavioral expectations Summary Click Calculator Icon. Click Save.	I deve soft Federation but the registronic but the registronic but the registronic but the registronic but the registronic Regard Advandedgement But the K reprival Pendry Approval Complete FAMU Behavioral Expectations Summary 1 Example of the registronic Manager Rating Manager Comments State Pendry Approval Complete FAMU Behavioral Expectations Summary 1 Example of the registronic Manager Rating Manager Comments Writing Tools Employee Rating Employee Rating



STEP	DESCRIPTION	EXPECTED RESULTS
7.	Click on Responsibilities Tab, click on expand and give ratings on each responsibility by clicking on appropriate rating and can leave comments for the responsibilities each or at the end for overall comments.	Mercane December Owner of the Section of the Secti
8.	At the bottom of Page within Responsibilities Summary, Click Calculator Icon. Click Save	O Responsibilities Summary O Complete Manager Evaluation Due Date: \$125000 O Complete Manager Evaluation Due Date: \$125000 O Update and Share Request Acknowledgement Submit for Approval Pending Approval Manager Comments Writing Tools
9.	(If Applicable) Employee expands the Goals & Accomplishments and give ratings by clicking on appropriate rating and can leave comments respectively.	
10.	Employee Clicks on the Employee Comments Tab, Expand and Enter Comments	Employee Comments Section Displays
11.	Click Save	Page Saves
12.	Click Complete	Confirmation Page Displays
13.	Confirm Completion	Confirmation Page Displays



STEP	DESCRIPTION	EXPECTED RESULTS
		Compared a field of the compared and the compared an
14.	View Confirmation Completion Page	Comfirmation Completion Displays