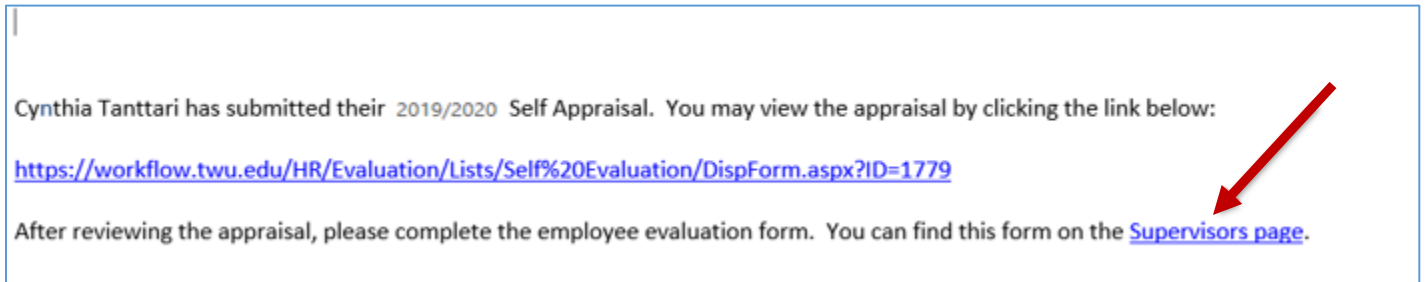


## The Performance Evaluation system may be accessed in one of two ways:

### 1. Access the Performance Evaluation through the automatic workflow email

- a. Click on the “Supervisors page” link provided in the automatic workflow email you receive after the employee has submitted the Self Appraisal.



- b. Click on the icon in the “Current Employee Evaluations (Direct Reports)” section of your Supervisor page. This will open the Performance Evaluation Form.

**TEXAS WOMAN'S UNIVERSITY** Human Resources

Please ensure that you are saving a maximum of every 20 minutes! If you do not save, all work will be lost as your session will expire.

## Staff Performance Self Appraisals and Evaluations: Supervisor

Welcome to the Texas Woman's University Self Appraisals and Evaluations. Self appraisals are an opportunity for employees' to document a employee evaluations are a necessary tool to provide feedback and assessment of the employee's work performance and contribution during the review period. For further information, please review the [Self Appraisal and Evaluation Training](#).

Please review each employee's self appraisal. If any responses are longer than the text box allows, click Send to Email and a copy of the full appraisal will be sent to the employee's email address.

Self Appraisals:

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeeTitle	EmployeeDepartment	SupervisorFirstName
		2020/2021	PA	Cynthia	Tanttari	ctanttari	Sr HR Generalist	HR	Anthony

Please Click **Edit** next to each item to access the evaluation forms. While working on the employee evaluation, please click **Save my progress** to save your work. The evaluation form will be available at the point it was left for later use.

After the evaluation is approved by the second level supervisor, please set up a meeting with the employee to discuss the evaluation. Once the evaluation is approved, the supervisor will receive an email notification. Employees will have the opportunity to add comments and acknowledge receipt of the evaluation.

Current Employee Evaluations (Direct Reports):

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeePerson	EmployeeTitle	EmployeeDepartment
		2020/2021	PA	Cynthia	Tanttari	ctanttari	CTanttari@twu.edu	Sr HR Generalist	HR

A red arrow points to the "Edit" icon in the "Current Employee Evaluations (Direct Reports)" table.

### 2. Access the Performance Evaluation through the main link to the Performance Evaluation System.

Click on the following link: [Access to Staff Performance Self Appraisals and Evaluations](#)

Human Resources Texas Woman's University Online Forms

TEXAS WOMAN'S UNIVERSITY Performance Evaluations

Human Resources Home

Appraisal and Evaluation Home

Goals Home

My Evaluation

Supervisor Page

HR/Management

EDIT LINKS

TEXAS WOMAN'S UNIVERSITY Human Resources

## Staff Performance Self Appraisals and Evaluations

Welcome to the Texas Woman's University Self Appraisals and Evaluations. Self appraisals are an opportunity for employees' to document and communicate their own work performance to their supervisors for the period being reviewed. The employee evaluations are a necessary tool to provide feedback and assessment of the employee's work performance and contribution during the review period.


For further information, please review the [Self Appraisal and Evaluation Training](#).

To review your goals, please visit the [Staff Performance Development Goals](#) site.

To review job descriptions, [Job Descriptions by Alpha Title](#).

Employee

Supervisor



**Click the "Supervisor" Box**

- a. Click on the icon in the "Current Employee Evaluations (Direct Reports)" section of your Supervisor page. This will open the Performance Evaluation Form.

TEXAS WOMAN'S UNIVERSITY Human Resources

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Self Appraisals:

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeeTitle	EmployeeDepartment	SupervisorFirstNam
		2020/2021	PA	Cynthia	Tanttari	ctanttari	Sr HR Generalist	HR	Anthony

Please Click **Edit** next to each item to access the evaluation forms. While working on the employee evaluation, please click **Save my progress** to save your work. Your work will be available at the point it was left for later use.

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Current Employee Evaluations (Direct Reports):

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeePerson	EmployeeTitle	EmployeeDepartment
		2020/2021	PA	Cynthia	Tanttari	ctanttari	CTanttari@twu.edu	Sr HR Generalist	HR

