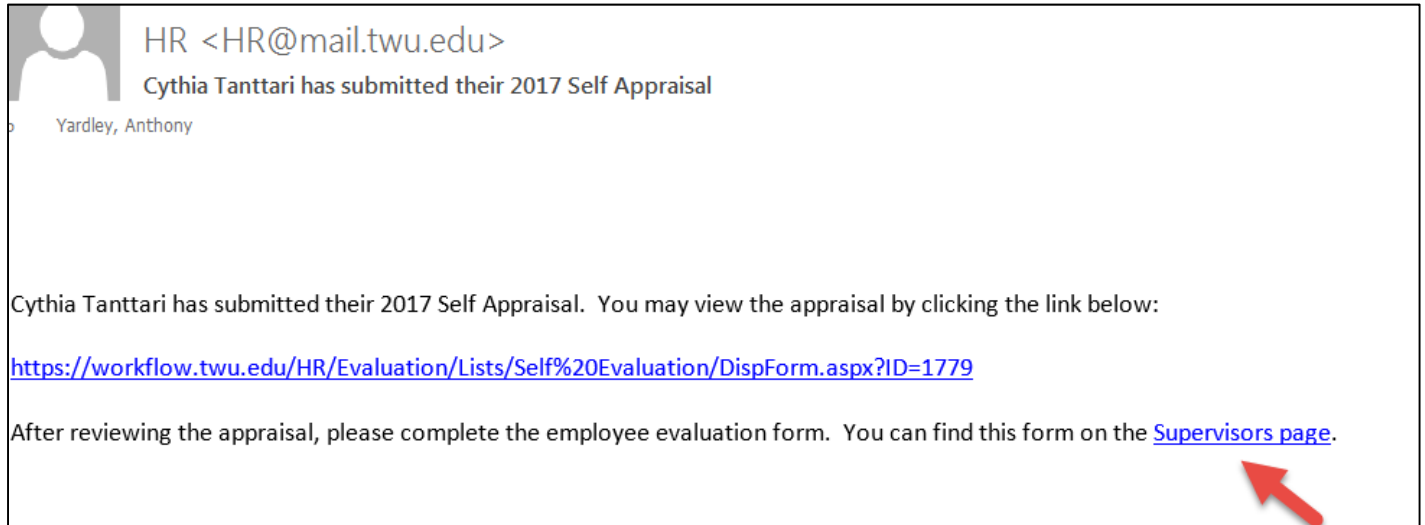


The Performance Evaluation system may be accessed in one of two ways:

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 “Employee Evaluations” section of your Supervisor page. This will open the Performance Evaluation Form.

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

For instruction on how to utilize the Staff Performance Evaluation System's Self Appraisal and Evaluation, please [click here](#).

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 appraisal will be emailed to you.

Self Appraisals:

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeeTitle	EmployeeDepartment	SupervisorF
		2017	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 p**

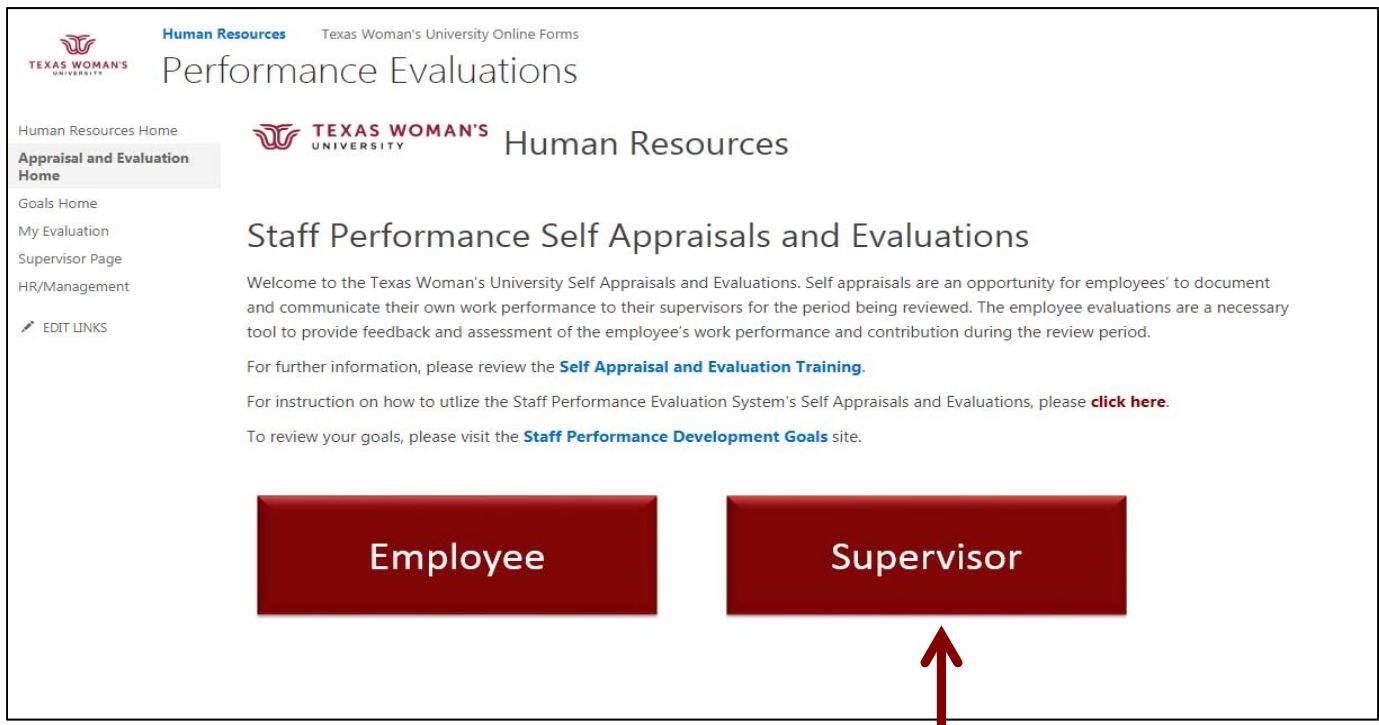
After the evaluation is approved by the second level supervisor, please set up a meeting with the employee to discuss the evaluation.

Employee Evaluations (Direct Reports):

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeeTitle	EmployeeDepartment	S
		New	2017	PA	Cynthia	Tanttari	ctanttari	Sr HR Generalist	A

2. Access the Performance Evaluation through the main link

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



Human Resources Texas Woman's University Online Forms

Performance Evaluations

Human Resources Home

Appraisal and Evaluation Home

Goals Home

My Evaluation

Supervisor Page

HR/Management

EDIT LINKS

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](#).

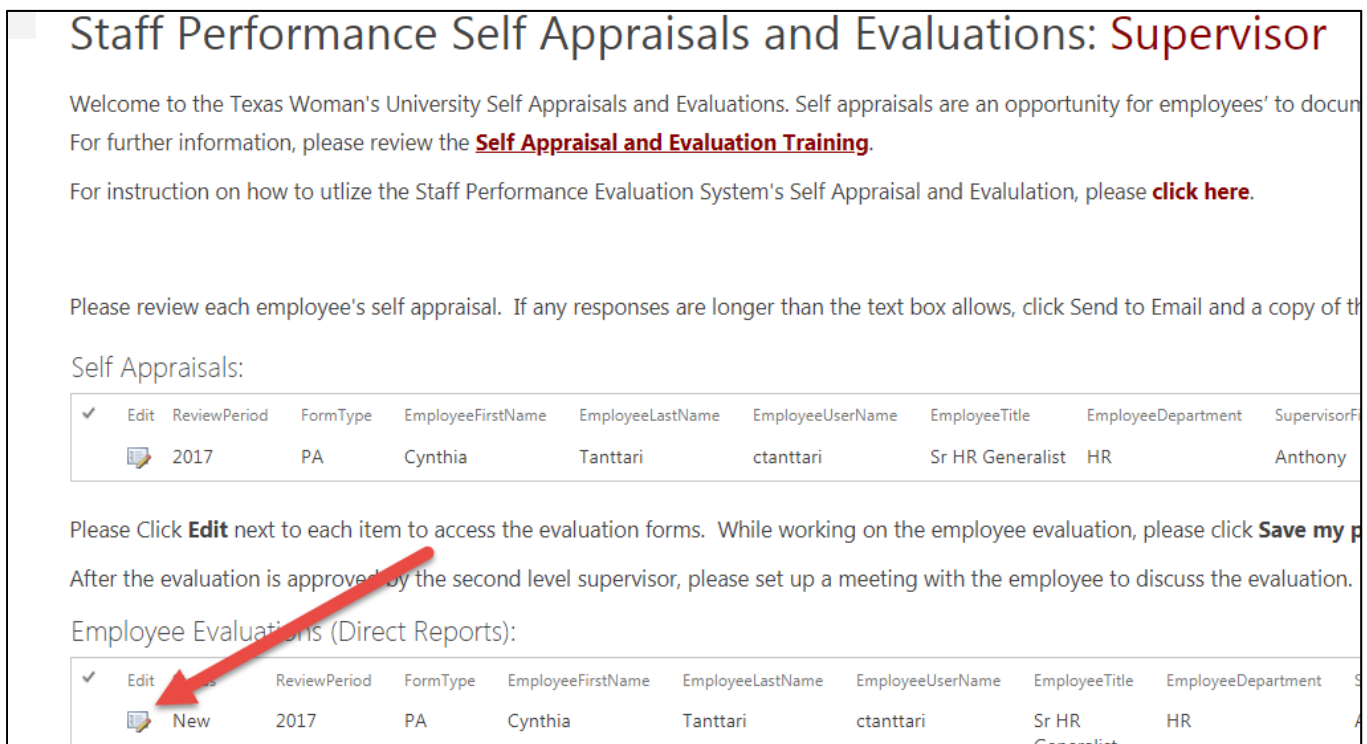
For instruction on how to utilize the Staff Performance Evaluation System's Self Appraisals and Evaluations, please [click here](#).

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

Employee Supervisor

Click the "Supervisor" Box

- b. Click on the icon in the "Employee Evaluations" section of your Supervisor page. This will open the Performance Evaluation Form.



Staff Performance Self Appraisals and Evaluations: Supervisor

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Employee Evaluations (Direct Reports):

✓	Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeeTitle	EmployeeDepartment	S
		New	2017	Cynthia	Tanttari	ctanttari	Sr HR Generalist	HR	A

Note: "2017" represents the 2017/2018 review period.