

1) The employee initiates the Self Appraisal process by clicking on the following link:

[Access to Staff Performance Self Appraisals and Evaluations](#)

2) Click the “Employee” Box”

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

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](#).

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.



Click the “Employee” Box

3) Click the “icon” to open the Self Appraisal form

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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 after 20 minutes.

Staff Performance Self Appraisals and Evaluations: Employees

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 Appraisal and Evaluation, please [click here](#).

While working on the employee self appraisal and evaluation, please click **Save my progress** to save all work (this must be done at least every 20 minutes to save progress). After saving, the form will be available at the point it was left for later use.

After self appraisal is submitted, the employees assigned supervisor will complete the employee evaluation and set up a meeting to discuss the evaluation. After the evaluation is finalized, it will appear below.

Self Appraisal:

✓ Edit	ReviewPeriod	FormType	EmployeeFirstName	EmployeeLastName	EmployeeUserName	EmployeeTitle	EmployeeDepartment	SupervisorFirstName	SupervisorLastName	SupervisorUsername	Status
	2016	PA	Anthony	Yardley	ayardley	Mgr Institutional Equity	HR	Amy	Hall	ahall	Submitted
	2017	PA	Anthony	Yardley	ayardley	Dir Institutional Equity	HR	Cythia	Tantari	ctantari	New



Click the “icon” next to the 2017 review period date to open the Self Appraisal form in SharePoint.

Note: “2017” represents the 2017/2018 review period.