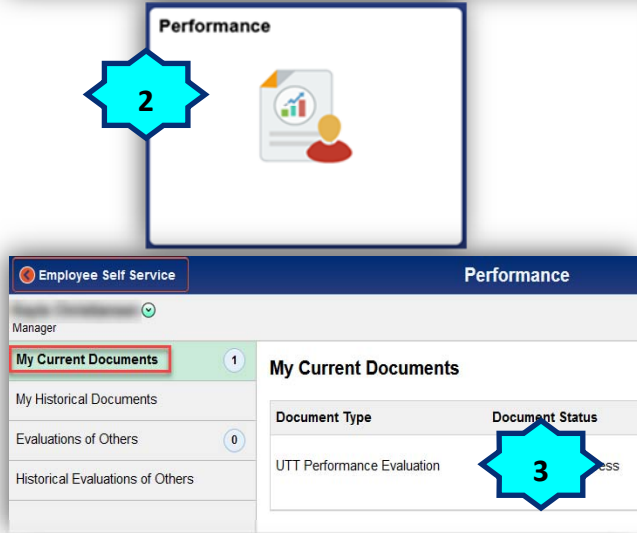
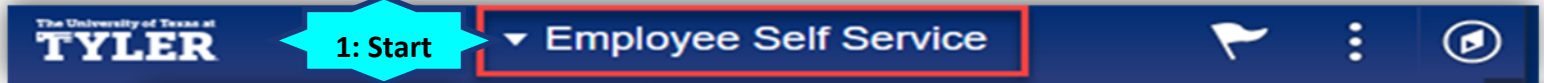
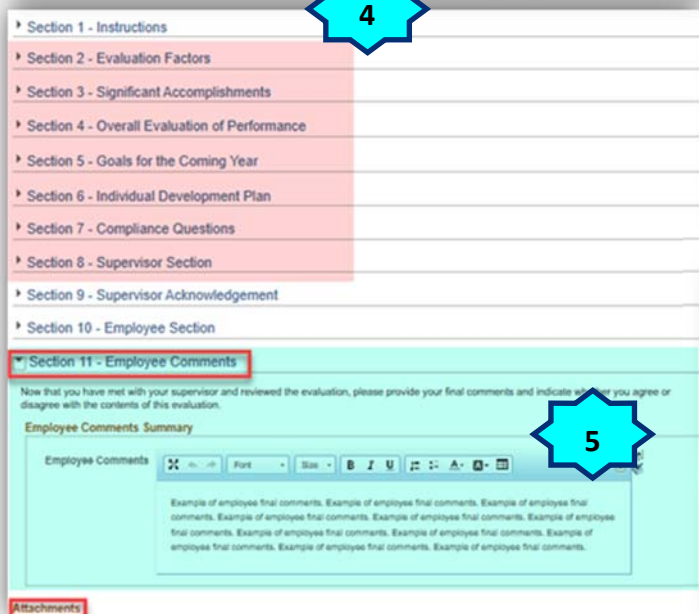
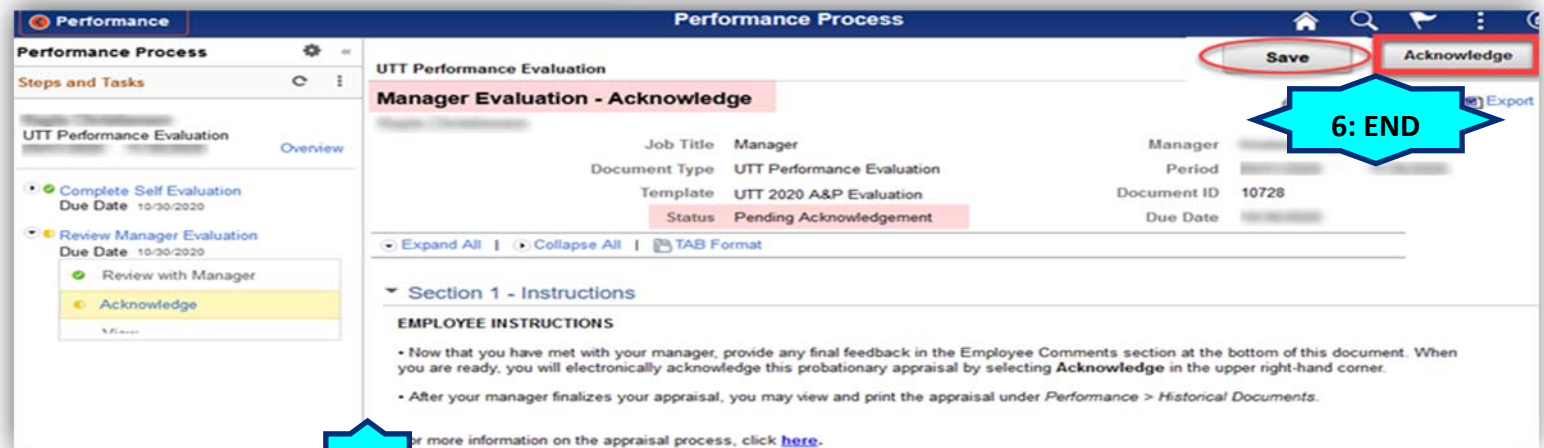




Now that you have reviewed your evaluation and met with your manager, please make sure to add any final comments and indicate whether you agree or disagree with your evaluation. Use this link to log in and get started: <https://uttyler.edu/utshare/>



1. Select the Employee Self Service from the drop down menu.
2. Select the Performance tile.
3. Select your evaluation from My Current Documents.
4. Select Expand All and review evaluation again as needed.
5. Add final comments into Section 11: Employee Comments.
6. Save, Acknowledge, and Confirm to notify your manager and share your final comments.



Coming Up Next: Your manager will log in to finalize your evaluation. Once finalized, you will receive an email that provides a link to your *Historical Documents* that can be accessed at any time. To download or print a copy, access the document and select Print or Export in the top right-hand corner.

