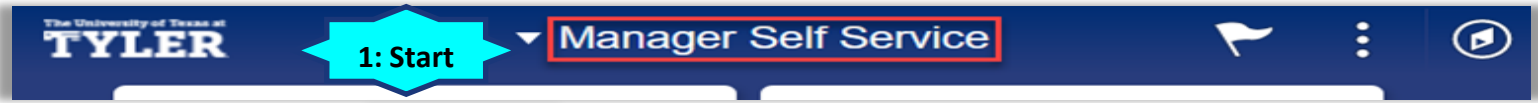
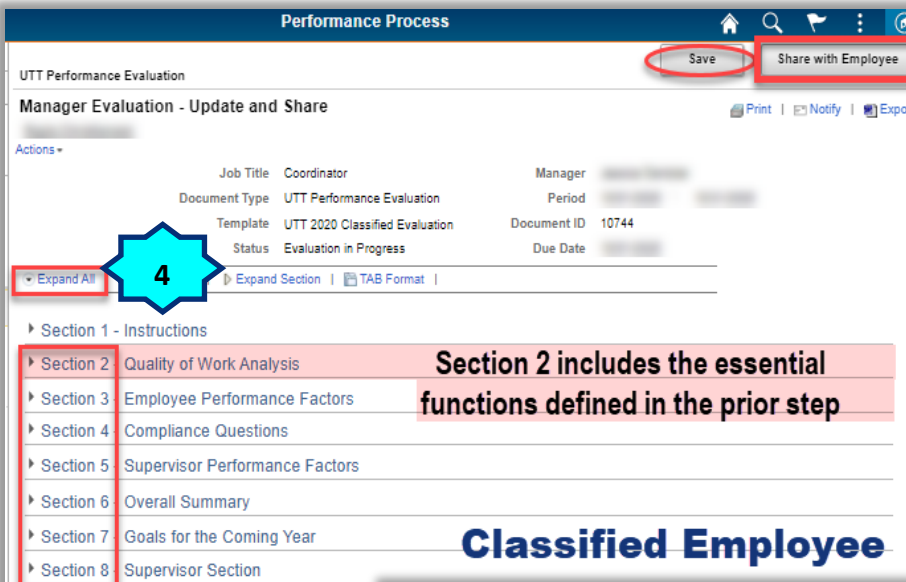




Whether evaluating an A&P employee with a self-evaluation or a Classified employee with the Define Essential Functions step, completing the evaluation is fundamentally the same, with some variations. Use this link to get started: <https://uttyler.edu/utshare/>

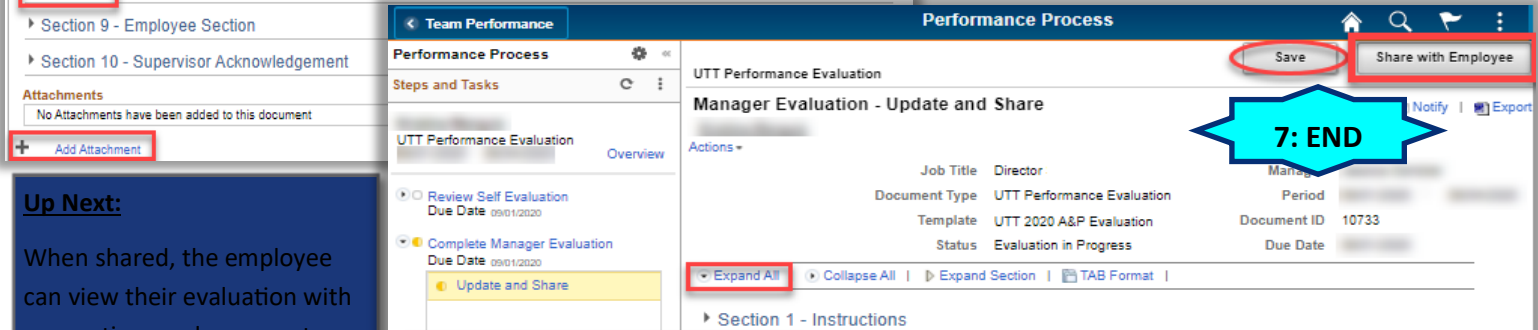
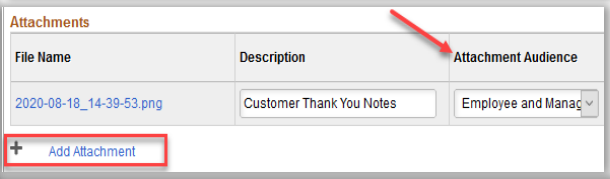


1. Select the Manager Self Service from the drop down menu.
2. Select the Team Performance tile.
3. Select your direct report's evaluation from Current Documents.
4. Review document Instructions and select the Expand All link.
5. Provide ratings and comments in Sections 2-8.
6. To Add Attachments, select link and follow prompts. Set audience to '*Empl & Mgr*' to share with employee, '*Mgr Only*' keeps it private.
7. When complete, select Save and Share with Employee then Confirm to notify your employee the evaluation is ready to view.



Section 2 includes the essential functions defined in the prior step

Classified Employee



Managers provide feedback on sections 2 - 8

Sections 2-6 include comments from the employee's self-evaluation

Up Next:
When shared, the employee can view their evaluation with your ratings and comments. You should now schedule and conduct the evaluation review meeting.
After the meeting, you will log back in and request acknowledgement from your employee that they received their evaluation and a meeting was held to review.



A&P Employee