



The Employee Self-Evaluation allows an employee to complete a self assessment on his/her job performance and provide their manager feedback that could impact their final evaluation. Use this link to log in and get started: <https://my.utshare.utsystem.edu/>

The University of Texas at TYLER **1: Start** Employee Self Service

Performance **2**

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.
5. Review document Instructions.
6. Provide feedback on your performance and other factors.
7. Select Add Attachment & browse for file; set audience as 'EMPL & MGR' to share with your manager, 'EMPL Only' keeps it private.
8. To finish and notify Manager: Save, Complete and Confirm.

Employee Self Service Performance

My Current Documents **3**

Document Type	Document Status
UTT Performance Evaluation	In Progress

Performance Process **8: END**

Self-Evaluation - Update and Complete

Job Title: [Redacted] Manager: [Redacted]  
 Document Type: UTT Performance Evaluation Period: [Redacted]  
 Template: UTT 2020 A&P Evaluation Document ID: 10731  
 Status: Evaluation in Progress Due Date: [Redacted]

**4** Expand All Collapse All TAB Format

**5** Section 1 - Instructions  
 EMPLOYEE INSTRUCTIONS  
 • To start, select the Expand All link to expand all sections and evaluation factors tab. Provide relevant feedback that will be made available for your manager to view.

Save Complete

Print Notify Export

- ▶ Section 1 - Instructions **6**
- ▶ Section 2 - Evaluation Factors
- ▶ Section 3 - Significant Accomplishments
- ▶ Section 4 - Overall Evaluation of Performance
- ▶ Section 5 - Goals for the Coming Year
- ▶ Section 6 - Individual Development Plan

Attachments

File Name	Description	Attachment Audience
2020-08-18_14-39-5...	Customer Thank You Notes	Employee and Manag

**7** Add Attachment

**Coming Up Next:** Once your Manager completes the evaluation, you will be notified to log back in and view their comments. After meeting to review the evaluation together, your manager will request that you electronically acknowledge that the meeting occurred and provide you an opportunity to record your final comments on the evaluation.