

Completing a Performance Self-Evaluation

STEP 1:

Accessing a Performance Evaluation

1. From myHR home page, select "Career and Performance" icon under "About Me" tab
2. Select "Performance"
3. Select "Performance Documents" tab
4. Select the "Performance Evaluation" link

STEP 2:

Completing a Performance Evaluation

Review and evaluate each topic in your performance document.

2025 Goal Plan

- 1. Consistent Peer Recognition
No comments
Show performance goal info
- 2. Employee Comment
I've stayed on track with this goal by submitting one recognition each month through MyRecognition, I've focused on calling out meaningful contributions tied to company values. It's been a useful way to acknowledge everyday contributions that might otherwise go unnoticed and has helped build stronger connections across the team.
Not ready for evaluation
- 3. Save and Next
- 4. Mute Button Proficiency
No comments

1. Select the first Performance Goal
2. Write a summary of how you performed on that goal over the past year
 - Select 'Show Performance Goal Info' to see goal details and progress updates.
 - If this is a recently added goal or should not be evaluated, toggle on "Not ready for evaluation"
3. Once you're done, select "Save and Next"
4. Select the next Performance Goal on your list and repeat steps 2 and 3

Continue until you've added comments for all Performance Goals

STEP 3:

Summarize, Save & Submit

Worker Self-Evaluation

Overall Summary

- 1. Summary
No comments
Show more info
- 2. Employee Comment
[Text area]
- 3. Save and Close
- 4. Attachments
Drag and Drop
URL: [Input field] Add URL
- 5. Submit

Document dates

Review Period: 2025 Review Period
Start Date: 01-Jan-2025
End Date: 31-Dec-2025

1. Select "Summary"
 - Select 'Show more summary info' to see feedback and check-in's, if applicable.
2. Summarize your progress on performance goals over the past year
3. Select "Save and Close"
4. Upload additional documents via drag and drop, click to upload, and/or paste URL link (Optional)
5. After adding comments to each goal and your overall summary, select "Submit" to send it to your manager for review.