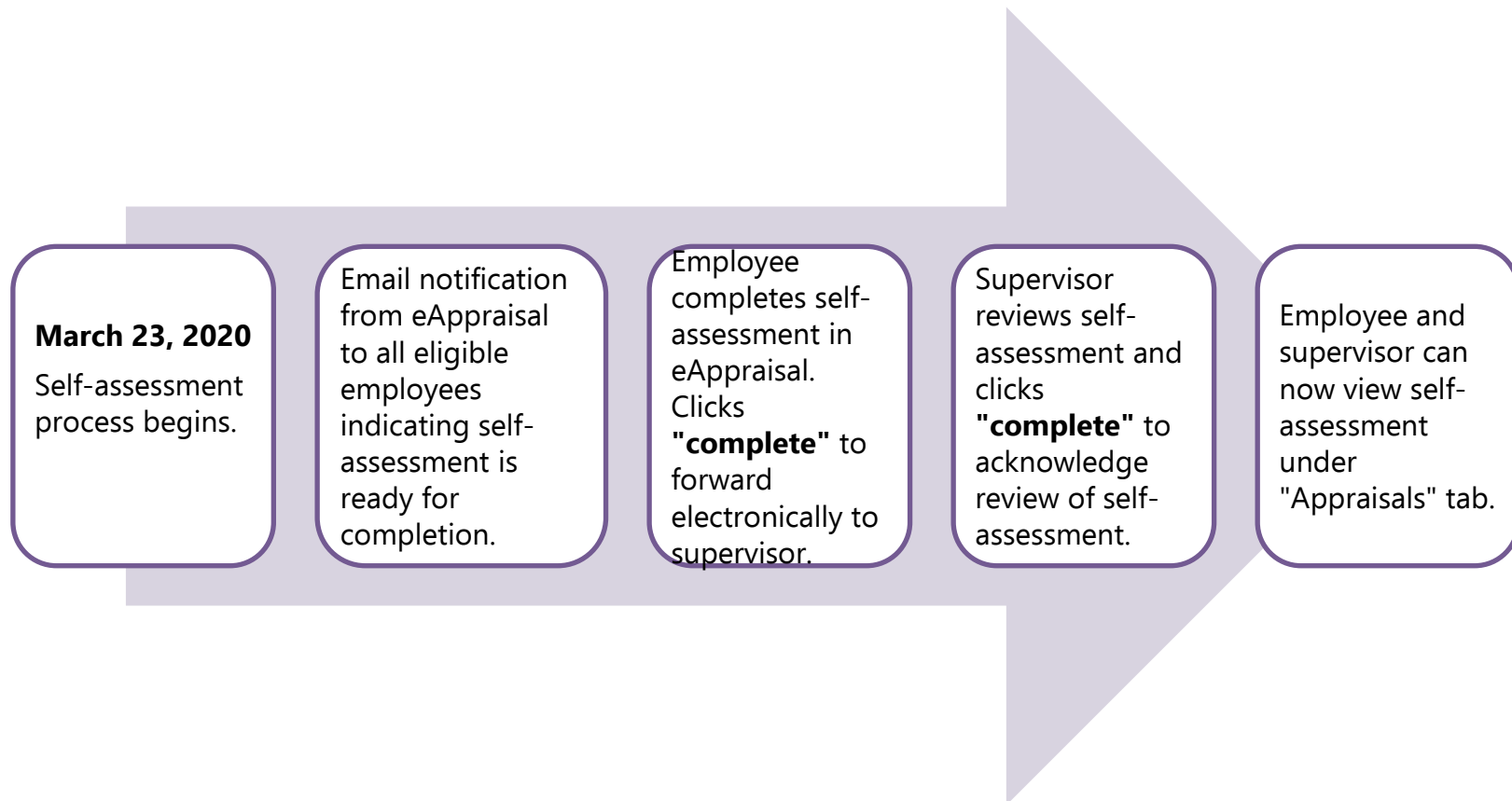


# 2020 Self-Assessment Process



## KEY:

**"Save"**: Ensures your work is saved in eAppraisal, you can make additional edits to draft after saving.

**"Complete"**: Moves the form electronically to the next step in the process.

**"Sign Off"**: Electronic signature that requires individual password.

## NOTE:

Due dates to complete your self-assessment will vary by program, department, and/or supervisor. Consult with your supervisor for his/her specific expectations.

## 2020 Self-Assessment Process Steps

Step	Employee Writes Self-Assessment	Manager Reviews Self-Assessment
<b>Supervisor Action</b>	Supervisor action is not required in eAppraisal for this step. However, supervisors should communicate their expectations to staff as it relates to content and timing for completion.	Supervisor reviews employee self-assessment and presses " <b>complete</b> " to indicate his/her review of the appraisal. The self-assessment will be stored under the appraisal tab.  <b>IMPORTANT:</b> The supervisor must press " <b>complete</b> " in order for the self-assessment to be saved under the appraisals tab in eAppraisal.
<b>Employee Action</b>	Using individual performance notes, past appraisals, feedback and goals, complete the self-assessment questionnaire. Press " <b>complete</b> " after finalizing your self-assessment. This will move the form electronically to your supervisor.	N/A
<b>Notes</b>	<p>Employees will receive an email notification to complete the self-assessment when the process is initially opened on <b>3/23/20</b>. Reminder emails will not be sent from eAppraisal for the self-assessment process.</p> <p>After the employee presses "<b>complete</b>" the self-assessment will immediately be available electronically for the supervisor to review. However, the supervisor will not receive an email notification that the self-assessment is available for review until the next morning.</p>	The supervisor cannot edit or change an employee's self-assessment in eAppraisal.