

Job Aid: Evaluation Acknowledgement

Your manager will share your performance evaluation and request acknowledgement that you've reviewed the evaluation. You can document any final comments. Log into [UTShare](#) to view your evaluation.

The screenshot shows the UTShare Performance Process interface. The top navigation bar includes the UTA logo, a dropdown menu for 'Employee Self Service' (marked with a circled 1), and search, notification, and menu icons. The main content area is titled 'Performance' and contains a 'Performance' tile (marked with a circled 2). Below this, the 'My Current Documents' section is highlighted (marked with a circled 3) and contains a table with the following data:

Document Type	Document Status
UT Arlington Evaluation	Evaluation in Progress

The 'Performance Process' section (marked with a circled 4) shows the 'Manager Evaluation - Acknowledge' page for 'UT Arlington Evaluation'. It includes fields for Job Title (Analyst), Manager, Period (01/01/2020 - 12/31/2020), Document ID (11124), and Due Date (02/01/2021). The 'Employee Comments' tab is highlighted (marked with a circled 5). The 'Save' and 'Acknowledge' buttons are circled (marked with a circled 6). The 'Employee Acknowledgement Summary' section includes a text area for 'Employee Comments' (marked with a circled 5) and a 'PLEASE NOTE' section.

1. Select **Employee Self Service** from the dropdown menu of [UTShare](#)
2. Select the **Performance** tile
3. Select your evaluation from **My Current Documents**
4. Review instructions and select each tab to review your manager's feedback and the overall evaluation rating in the **Performance Summary**
5. Provide any final comments in the **Employee Comments** area
6. Click **Save** to come back later, **Acknowledge** and **Confirm** to share your final comments and complete the evaluation process
7. Final evaluations can be located in **My Historical Documents**

The screenshot shows the 'My Historical Documents' section of the Performance Process interface. The 'My Historical Documents' tab is highlighted (marked with a circled 7) and contains a table with the following data:

Document Type	Document Status
UT Arlington Evaluation	Completed

Contact hrperformreviews@uta.edu for assistance