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 **<u>UTShare</u>** to view your evaluation.

UTA 1 - Emp	oyee Self Service Q 🔺 🗮	Ø
Performance	 Select Employee Self Service from the dropdown menu of <u>UTShare</u> 	f
	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	9
C Employee Self Service Performance	5. Provide any final comments in the Employee Comments a	irea
My Current Documents My Historical Documents My Historical Documents	6. Click Save to come back later, Acknowledge and Confirm share your final comments and complete the evaluation	to
Document Type Document Status Evaluations of Others Image: Comparison of Comp	process	
Historical Evaluations of Others UT Arlington Evaluation Evaluation in Progress	7. Final evaluations can be located in My Historical Docume	nts
< erformance	Performance Process 🛷 🔍 🌲	≣ Ø
Performance Process		wiedge
Steps and Tasks C i Manager Evaluation - Acknowledge		图 Export
UT Arlington Evaluation 01/01/2020* 12/31/2020 Overview Job Title Anal	Manager	
Complete Self Evaluation Due Date contract	gton Evaluation Period 01/01/2020 - 12/31/2020 aff Evaluation Document ID 11124	
Review Manager Evaluation Due Date manager) Acknowledgement Due Date 02/01/2021	
Acknowledge Instructions Self-Evaluation Manager	raluation Projects Strengths Areas to Improve Training/Development Performance Summary Employee Com	iments
View Section 9 - Employee Acknowledgen	nt	
My electronic acknowledgement indicates I have reviewed this performance evaluation and have discussed the contents with my immediate		
supervisor or his/her designee. My acknowledgement of this evaluation also means that I have been advised of my performance and does not necessarily imply that I agree with the evaluation. My comments are below.		
PLEASE NOTE : Within 5 business days, you can supply the Manager with your additional comments and a copy will be added to evaluation as historical documents.		
Employee Acknowledgement Summary		
Employee Comments Font - Size - B I U F = A - O - E		
5 Employee acknowled here. Employee acknowled entered here. Employee acknowled comments entered h	ment comments entered here. Employee acknowledgement comments are entered ledgement comments are entered here. Employee acknowledgement comments are acknowledgement comments are entered here. Employee acknowledgement	
C Employee Self Service Performance]
(7)	Contact hrperformreviews@uta edu for	
My Current Documents (0) My Historical Documents	assistance	
Evaluations of Others 0		
UT Arlington Evaluation Completed Completed		