

Job Aid: Self-Evaluation

Your self-evaluation allows you to reflect on your performance over the past year and document your accomplishments and their impact on your department and the University. Log into [UTShare](#) to view your self-evaluation.

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 the **Instructions**

5 Select the **Self-Evaluation** tab, then select **Expand**

6 Provide feedback on your performance

7 Optional: Add attachments — Select **Add Attachment** & browse for file; set audience as **“EMPL& MGR”** to share with your manager, **“EP Only”** keeps it private

8 To finish and notify your manager, select **Save, Complete and Confirm**

File Name	Description	Attachment Audience
2020-08-18_14-39-53.png	Customer Thank You Notes	Employee and Manag

+ Add Attachment

Contact hrperformreviews@uta.edu for assistance