## 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.

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2 Performa	nce       1. Select Employ         UTShare       2. Select the P         3. Select your d       3. Select your d         4. Review the I       5. Select the S         5. Select the S       6. Provide feed         7. Optional: Action of the set o	erformance tile evaluation from My Current Documents instructions elf-Evaluation tab, then select Expand lback on your performance Id attachments — Select Add Attachment & browse
My Current Documents 1 My Historical Documents 0 Historical Evaluations of Others 0 Historical Evaluations of Others	rent Documents       In Type       Document Status         Int Type       Document Status       8. To finish and Confirm         ton Evaluation       Evaluation in Progress       8. To finish and Confirm	P Only" keeps it private
Performance Process Steps and Tasks C 1 UT Arlington Evaluation 01/01/2020 * 12/31/2020 • Complete Self Evaluation Due Date 02/01/2021 • Update and Complete • Review Manager Evaluation Due Date 03/01/2021 6	UT Arlington Evaluation Self-Evaluation - Update and Complete Job Title Analyst Document Type UT Arlington Evaluation Type UT Arlington Evaluation in P Template 2020 Staff Evaluation in P Instructions Self-Evaluation 5 * Section 2 - Employee Self-Evaluation Survey * Expand • Collapse Priorities Description : What do you consider to be the top 3 to 5 top Employee Comments Priorities Ability to Perform • Contribution to Department and Community • Future Training Needs • Professional Development • Efficiency • Team Assistance Needed	8       Save       Complete         Image       Image       Image         aluation       Period       01/01/2020 - 12/31/2020         uation       Document ID       11124         ogress       Due Date       02/01/2021
File Name Description 2020-08-18_14-39-53.png Customer Th	Attachment Audience Contact hr	<u>performreviews@uta.edu</u> for assistance
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