

Job Aid: Manager Evaluation

For all performance evaluations, the steps to completion are the same but the performance factors change to fit the employee's position and duties. Log into [UTShare](#) to complete the manager portion.

1 Select the **Manager Self Service** from the dropdown menu of [UTShare](#)

2 Select the **Team Performance** tile

3 Select your direct report's evaluation from **Current Documents**

4 Review **Instructions** and select a tab to begin.

5 Click on **Calculate All Ratings** (except in narrative) to view final rating

6 Optional: Add Attachments - Select **Add Attachment** link and follow prompts. Set audience to "**Empl & Mgr**" to share with employee, "**Mgr Only**" keeps it private

7 When complete, select **Save** and **Share with Employee** then Confirm

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

6 Add Attachment

Contact hrperformreviews@uta.edu for assistance