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 **<u>UTShare</u>** to complete the manager portion.

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UT Arlington Evaluation								
Section 1 - Instructions A MANAGER INSTRUCTIONS O Click on the Self-Evaluation tab to review the employee comments. Click on the Manager Evaluation tab to begin completing the employee's performance evaluation. Use the five-point rating scale to provide the rating that you believe best reflects the employee's performance area. For any performance expectations. Comments should be tailored to the employee and based on the employee's performance expectations. Comments are required for each rating. Attachments File Name Description Attachment Audience Contact hrperformreviews@uta.edu for								
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+ Add Attachment								