

Job Aid: Reopening a Self-Evaluation

A manager can reopen an employee's self-evaluation if the employee requests to make changes **after** the document is submitted to you.

The screenshot shows the UTA Manager Self Service interface. The top navigation bar includes the UTA logo, a dropdown menu for 'Manager Self Service', and icons for home, search, notifications, and menu. The main content area is divided into two columns. The left column shows the 'Team Performance' tile, the 'Current Documents' list, and the 'Performance Process' section for 'Sally Jones' with a 'Review Self Evaluation' button circled in red. The right column shows the 'Self-Evaluation - Completed' details for 'Sally Jones' with a 'Reopen' button circled in red. A list of steps is provided on the right side of the image.

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. Select **Review Self Evaluation** in left task panel
5. Select **View**
6. Select **Reopen**

Once you share the **final evaluation** with the employee, you will need to contact hrperformreviews@uta.edu to reopen the evaluation to make any changes.