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.

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.