



# PeopleAdmin Southwest Tennessee Community College Employee Self Evaluation Manual

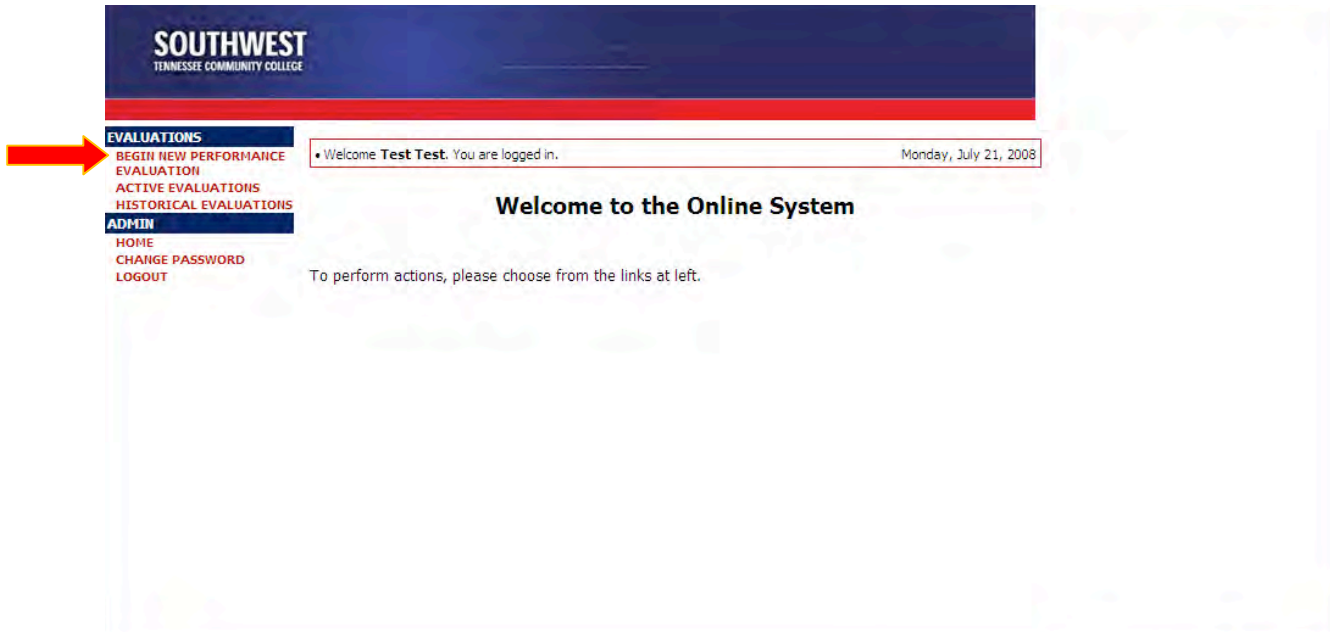
The goal for this evaluation is to describe the key goals, projects and/or responsibilities that you had for this appraisal cycle in order of importance. Comment on the performance results obtained for each goal and provide examples to support each rating.

## Starting Performance Evaluations and Moving through the Process

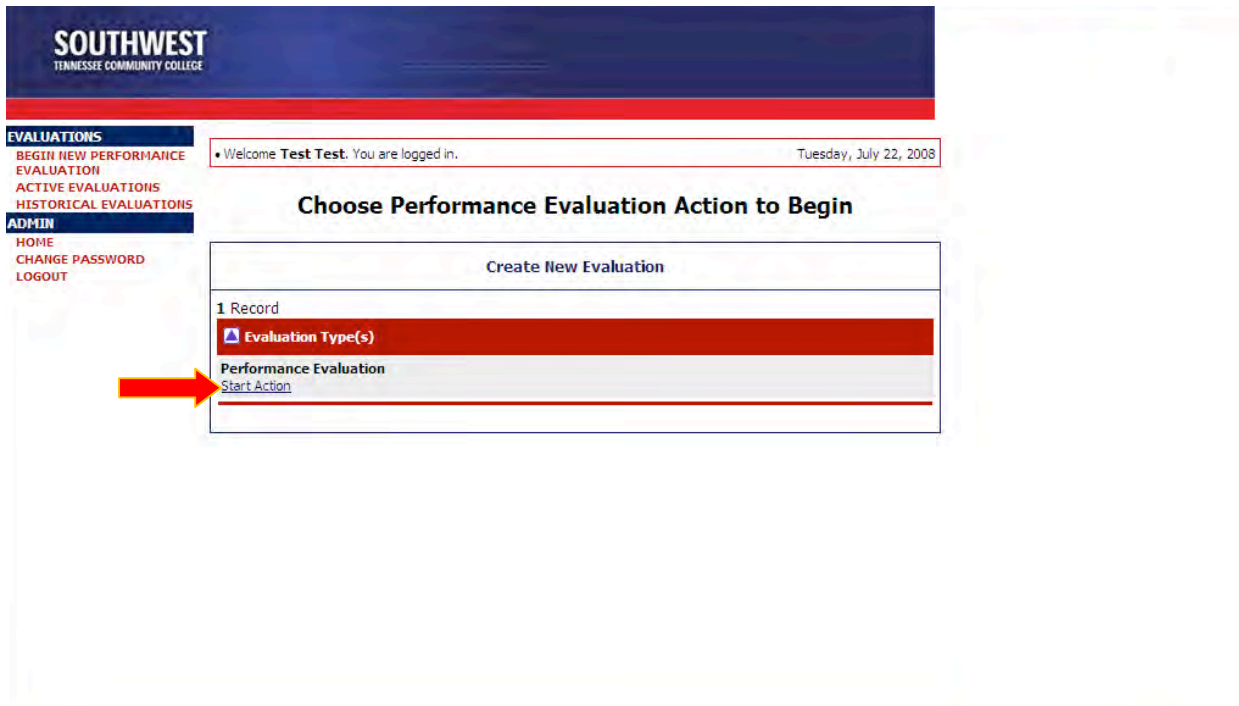
Go to user site: <http://jobs.southwest.tn.edu/hr>

1. Log into your account with your username and password.

2. Under the Evaluations Menu, click "Begin Performance Evaluation."



3. Click "Start Action" under Performance Evaluation.



- Click "Start Action" under Official Title.

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TENNESSEE COMMUNITY COLLEGE

**EVALUATIONS**  
BEGIN NEW PERFORMANCE EVALUATION  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS

**ADMIN**  
HOME  
CHANGE PASSWORD  
LOGOUT

Welcome **Test Test**. You are logged in. Tuesday, July 22, 2008

### Performance Evaluation

Choose Position to Begin Evaluation

1 Record

Official Title	Position Title	Department	Position Number	Employee Last Name	Employee First Name
<b>Custodian</b> <a href="#">Start Action</a>   <a href="#">View Summary</a>	Custodian	Custodial Services	105330	Test	Test

**Search Positions to Begin Evaluation**

Official Title: Any  Position Title:   
Employee First Name:  Employee Last Name:

5. On Evaluation Details page:
  - a. Select the correct Evaluation Type, Evaluation Cycle and put your position title in "Evaluation Working Title."
6. Continue to the Self Evaluation page and fill out completely. The remaining pages are for your supervisor to fill out.
7. Click "Preview Evaluation" (located at the bottom of evaluation) and select "Send Evaluation to Supervisor" when finished. (To save your evaluation before submitting, review the last page of this manual).

NOTE:

Once your Performance Evaluation has been submitted to your supervisor, you can no longer make changes.

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**ADMIN**  
 HOME  
 CHANGE PASSWORD  
 LOGOUT

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### Create Performance Evaluation

<b>Evaluation Details</b>	<b>Primary Tasks &amp; Responsibilities</b>	<b>Self Evaluation</b>	<b>Standard Evaluation Competencies</b>	<b>Supervisory Evaluation Factors</b>	<b>Overall Rating Comments</b>	<b>Goals</b>
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**CONTINUE TO NEXT PAGE >>**

\*Required information is denoted with an asterisk.

* Evaluation Type:	Administrative/Professional Personnel Non-Supervisory
Employee First Name:	Test
Employee Last Name:	Test
Official Title:	Custodian
Evaluation Working Title:	Custodian
* Evaluation Cycle:	Annual
Evaluation Cycle Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY

## Saving/Retrieving Performance Evaluation

To save your Performance Evaluation to submit later, click on "Preview Evaluation" or "View Evaluation Summary" (located at the bottom of your evaluation) and then select "Save Evaluation without Submitting."

To retrieve your saved Performance Evaluation, click on "Active Evaluations" (located on the left of the screen). Click "View" and then click "Edit."

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BEGIN NEW PERFORMANCE EVALUATION  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS  
ADMIN  
HOME  
CHANGE PASSWORD  
LOGOUT

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### View Active Evaluations

Active Evaluations

1 Record

Title	Employee First Name	Employee Last Name	Status	Evaluation Working Title	Last Action Date
<a href="#">View</a>   <a href="#">View Summary</a>	Test	Test	Evaluation Saved Not Submitted	Test Test	07-22-2008

[Content](#)

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EVALUATIONS  
BEGIN NEW PERFORMANCE EVALUATION  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS  
ADMIN  
HOME  
CHANGE PASSWORD  
LOGOUT

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### View Performance Evaluation Summary - Test Test

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

**Evaluation Status**

Save  
 Send Evaluation to Supervisor

**CANCEL** **CONTINUE**

**Evaluation Details**

Evaluation Type:	Administrative/Professional Personnel Non-Supervisory
Employee First Name:	Test
Employee Last Name:	Test