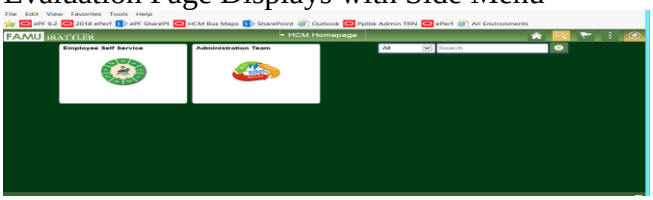
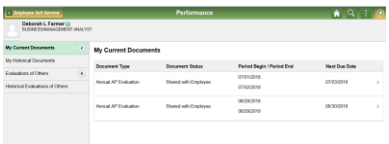
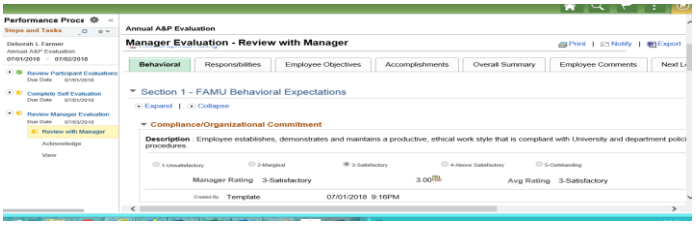
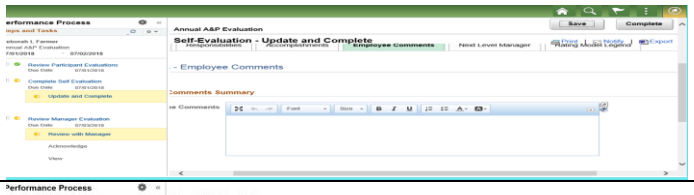
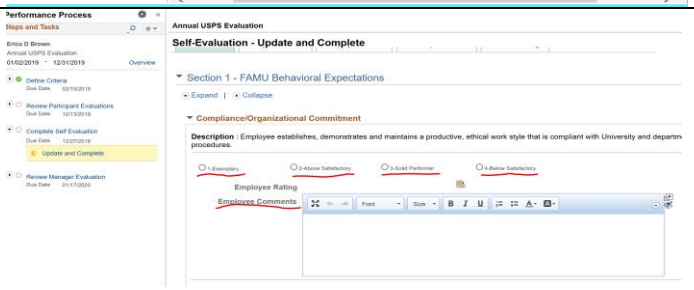
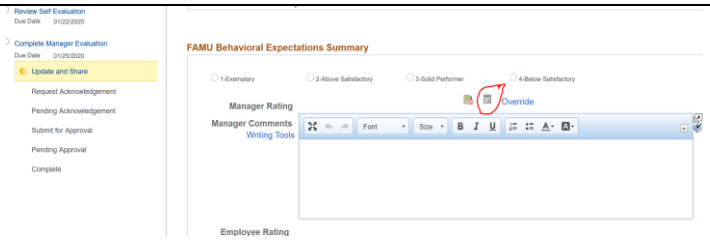
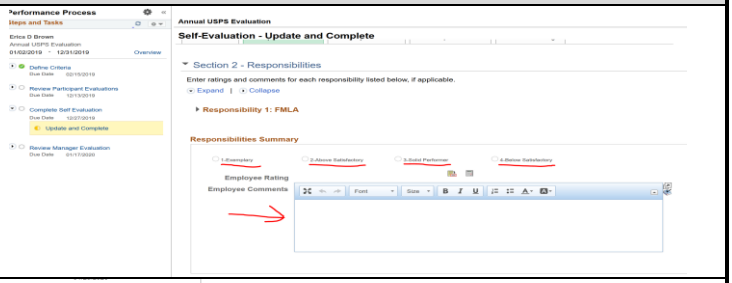
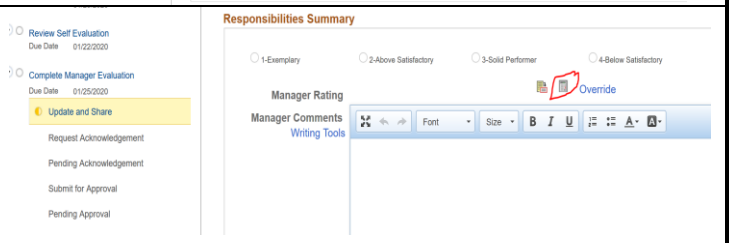
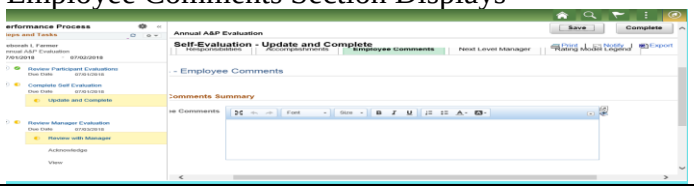
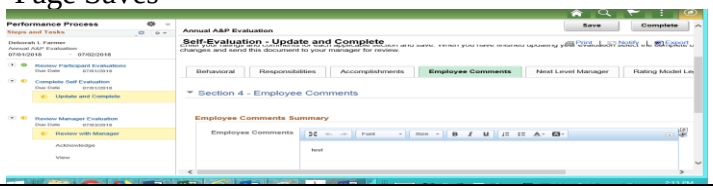
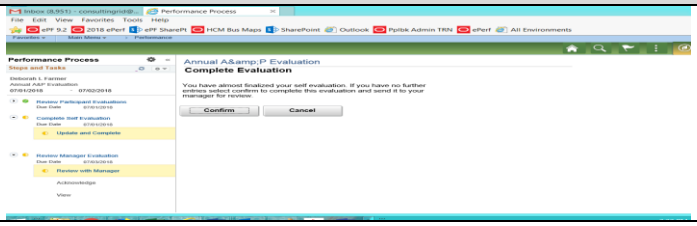
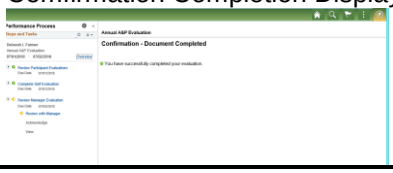
Process	**Employee Completes Self Evaluation**	**Module: ePerformance** **Business Process: 4.00** **Date Created: 05/13/2018** **Date Revised: 11/06/2019**
Purpose	Employee Completes the Self Evaluation	
Navigation	Self Service > Performance Management >My Performance Documents> Current Documents	
Prerequisites	Manager Must Approve the Define Criteria	
Helpful Hints		

STEP	DESCRIPTION	EXPECTED RESULTS
1.	Log into iRattler Navigate to Self Service > Performance Management > Performance Documents > Current Documents Option2: Click on the Employee Self Service Tile. Click on The Performance Tile Click on the Current A&P Document for the Employee	Evaluation Page Displays with Side Menu  

STEP	DESCRIPTION	EXPECTED RESULTS
2.	Employee clicks Expand and the Evaluation displays. Employee shall review the approved Define criteria.	
3.	Employee clicks on Review Participant Evaluation Clicks on the Name of the Nominate Participant. Employee reviews Nominee's evaluation. (If Available)	Participants Comments Displays on new Tab.
4.	Click on Complete Self Evaluation Then Click on Update & Complete	Employee Comments Section Displays 
5.	Employee clicks on expand under the Behavioral Expectations and give ratings on each objective by clicking on appropriate rating and can leave comments for the objectives each or at the end for overall comments.	
6.	At the bottom of Page within FAMU Behavioral expectations Summary Click Calculator Icon. Click Save.	

STEP	DESCRIPTION	EXPECTED RESULTS
7.	Click on Responsibilities Tab, click on expand and give ratings on each responsibility by clicking on appropriate rating and can leave comments for the responsibilities each or at the end for overall comments.	
8.	At the bottom of Page within Responsibilities Summary, Click Calculator Icon. Click Save	
9.	(If Applicable) Employee expands the Goals & Accomplishments and give ratings by clicking on appropriate rating and can leave comments respectively.	
10.	Employee Clicks on the Employee Comments Tab, Expand and Enter Comments	Employee Comments Section Displays 
11.	Click Save	Page Saves 
12.	Click Complete	Confirmation Page Displays
13.	Confirm Completion	Confirmation Page Displays

STEP	DESCRIPTION	EXPECTED RESULTS
		
14.	View Confirmation Completion Page	Comfirmation Completion Displays