

**Description:** This job aid provides instructions on how to complete the self-assessment questions for your mid-year review as well as find and print the completed review.

**Applies to:** Non-union or library staff eligible for annual salary increases.

**Note:** Fields not specified in this document are to be skipped or left blank.

## BEFORE YOU BEGIN

Request a copy of your job description from your manager if you do not have one already.

## ACCESS THE SELF EVALUATION

### 1. Select **Self Evaluation: Mid-Year Review**.

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Self Evaluation: Mid-Year Review\_9.23.22: 18 minute(s) ago - Effective 06/30/2023 **1**

**Complete Self Evaluation**

Self Evaluation: Mid-Year (Staff):

2 minute(s) ago - Effective 06/30/2022 | Review Period 07/01/2021 - 06/30/2022

As part of this year's performance management process, please complete the following form and discuss it with your manager. Your input in the review process is important. This is your opportunity to let your manager know about your job performance, accomplishments and your career and/or professional development goals

**Go to Guided Editor** **2**  
A simple step-by-step guide

**Go to Summary Editor**  
Edit everything on one page

### 2. Choose how you would like to view the evaluation questions.

- Guided Editor** shows additional help text and displays one section at a time.
- Summary Editor** shows all sections on one page.
  - Allows you view answers to other questions.

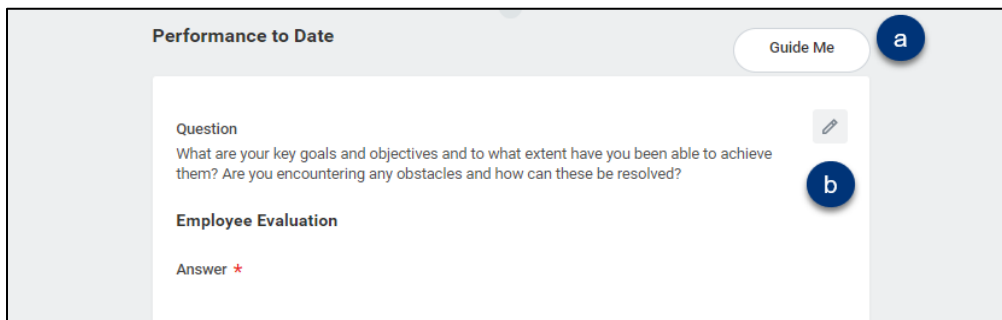
**COMPLETING THE SELF-EVALUATION QUESTIONS**

1. There are two sections of the form containing a total of 7 questions. All questions are required. Be sure to answer the questions with as much detail as possible.

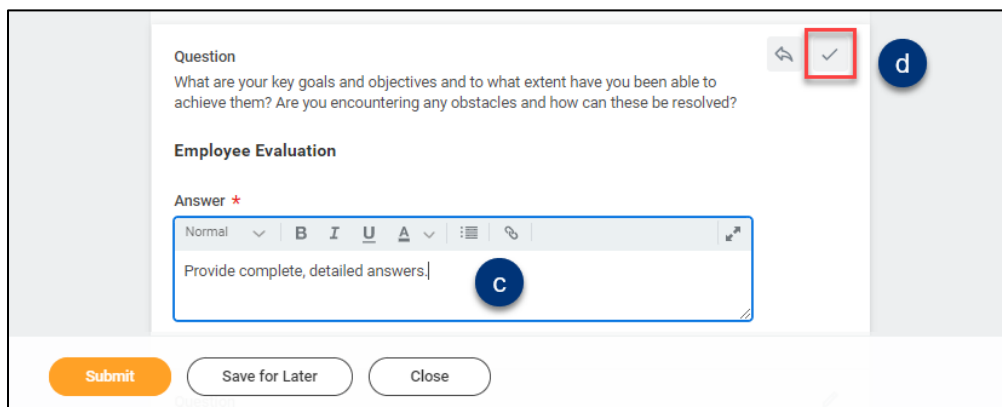


For each question:

- a. Click **Guide Me** for help text for this section.
- b. Click the pencil icon to edit the question.



- c. Type the answer in the space provided.



- d. Click the check mark to save your answer and close the question, or click the next question.
- e. Use **Save for Later** to save the form for editing at a later time.

2. When all questions have been answered, click **Submit**.

**Note:** You will not be able to edit your answers once you click Submit.

**Success! Event submitted**

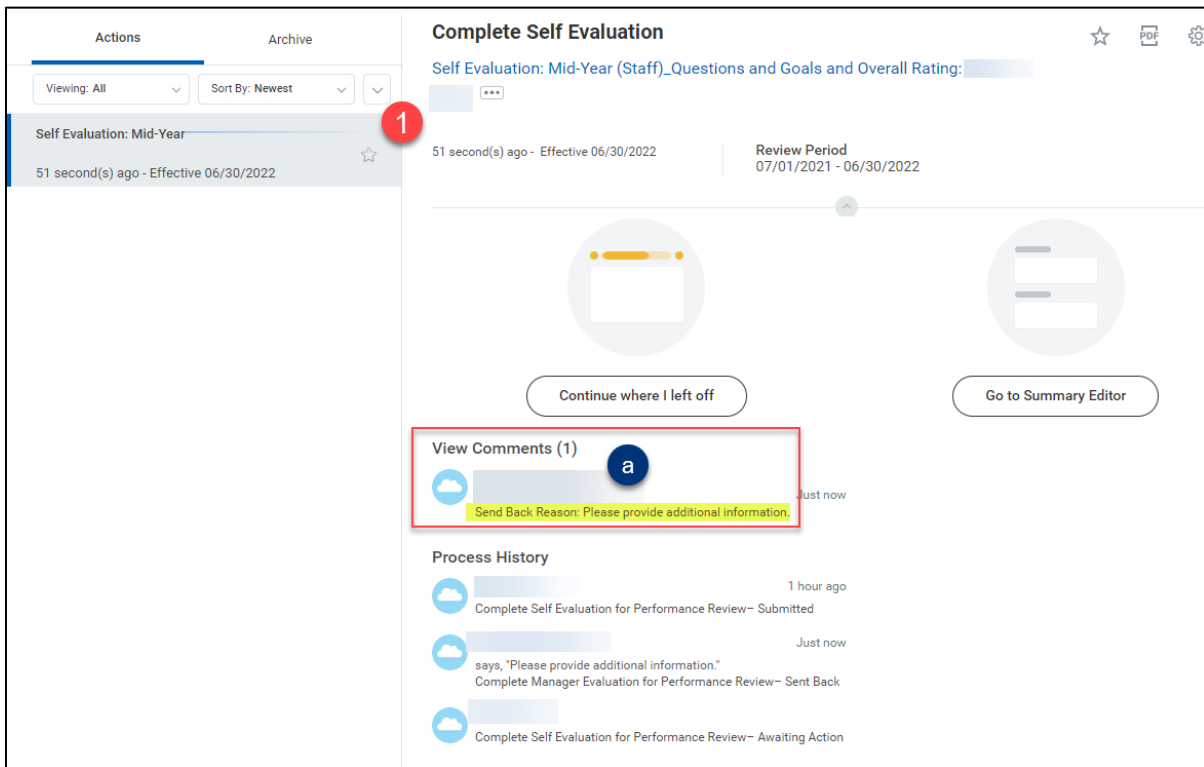
Up Next: [redacted] | Mid-Year (Staff)\_Questions and Goals and Overall Rating: [redacted] - Complete Manager...

[View Details](#)

**Next steps:**

Your manager will respond to your self-evaluation questions and schedule a meeting to discuss your evaluation.

1. If your manager requires additional information they can send it back for you to edit. You will receive an Inbox action.
  - a. Scroll down to **View Comments** for more information.



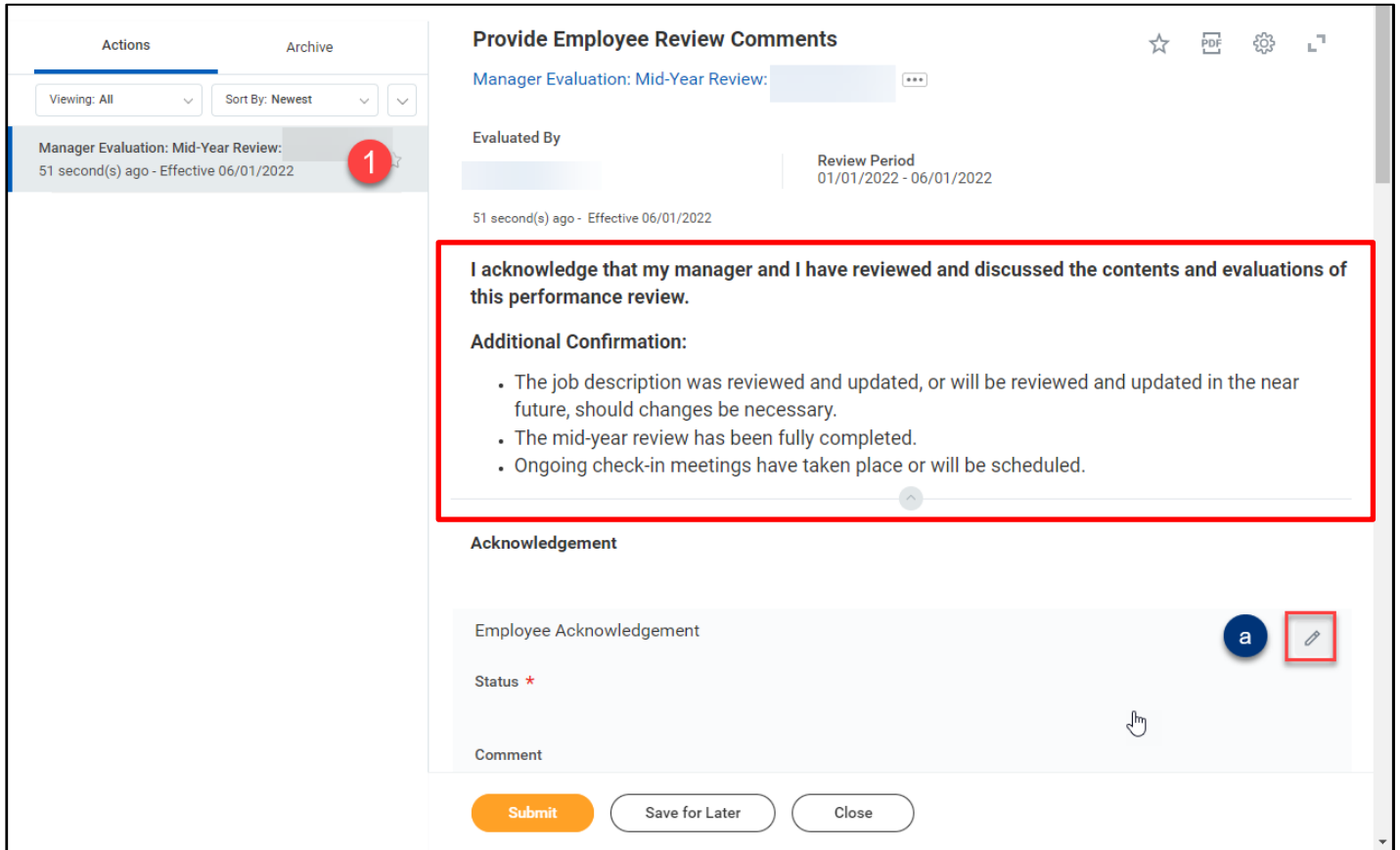
2. Edit your answers as you did above, then submit.

3. After the one-to-one meeting, your manager will add comments, a rating of **on track** or **not on track**, acknowledge the confirmation statement and submit the evaluation.

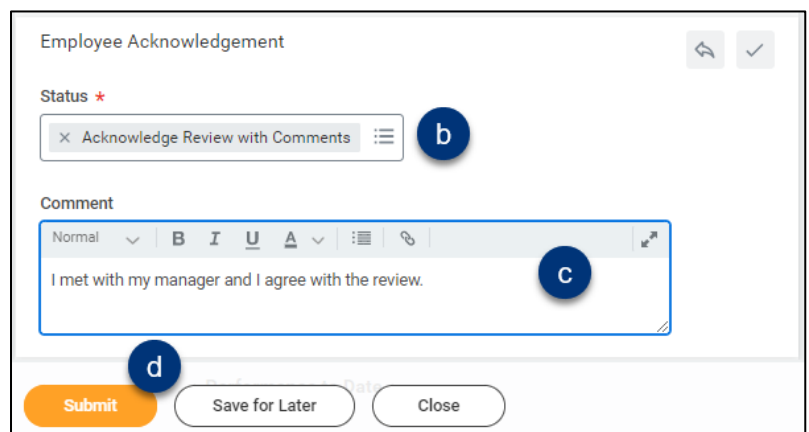
**ACKNOWLEDGE AND COMPLETE THE REVIEW PROCESS.**

Once your manager completes and submits the review, you will see an Inbox Action item to confirm that you and you manager completed the mid-year review process.

**1. Review the Additional Confirmation statement**

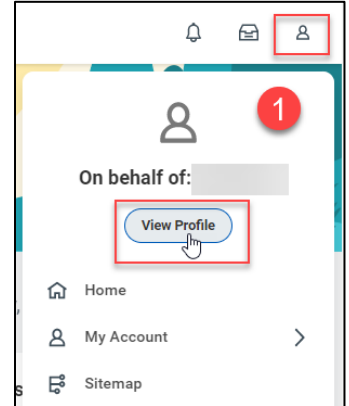


- a. click the pencil icon to edit.
- b. In the **Status** field select:
  - Acknowledge Review without Comments, or
  - Acknowledge Review with Comments.
- c. Enter comments if necessary.
- d. Click **Submit** to complete the process.



VIEW THE COMPLETED REVIEW

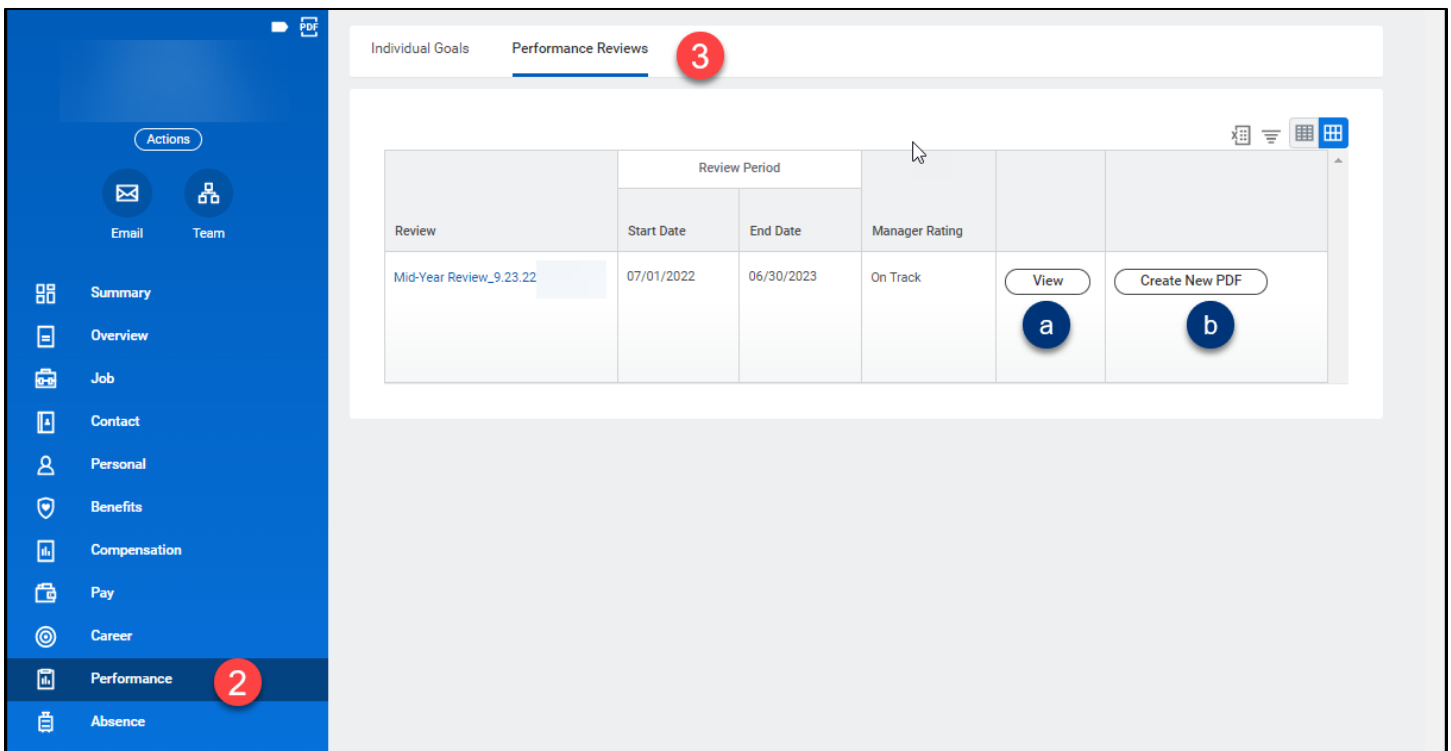
1. Click the profile icon at the top of your screen and select **View Profile**.



2. Select **Performance** from the menu on the left.

3. Then **Performance Reviews** sub-tab across the top.

- If the section is empty, that means that your manager has not submitted the review for final approval.



a. Click **View** to see the completed review.

b. Click **Create New PDF** to save and print the completed review.