

# How to Assign a Self-Evaluation to Your Employee

The first step of the evaluation process is for you to assign a self-evaluation to all of your staff employees who are eligible for an evaluation (those who have worked at TSU for at least 6 months since the start of the academic year (between September 1 – August 31).

All of your employees will be listed here (if an employee is missing email [holbertme@tsu.edu](mailto:holbertme@tsu.edu))

Employees will only be listed once the evaluation period has started (Aug 1)

Click on "Assign Evaluation"

The screenshot shows the HRIS interface for Jessica Edwards, HRIS Analyst. The main navigation bar includes Administration, Organization Chart, Evaluations, Finance, Goals, Training, PDP, SP, Reports, and Help. The user's profile shows Emp ID: 00000 and Human Resources. The 'Evaluations' section is active, displaying 'Pending Evaluations (1)', 'Evaluation Status (0)', 'Pending Approval (0)', 'Rejected Evaluations (0)', and 'Drafts (0)'. A list of employees is shown, with 'Ortiz, Bernardo (Payroll Specialist)' selected. The interface includes an 'Assign Evaluation' button and a 'Skip' button. A search filter shows 'From January 2013 To December 2013 Reporting Employee N/A'. A 'Top Performers' chart area is visible with the message 'No Data Series'.

If you have several employees, you might have a link on this screen to "view all employees".

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Welcome: Edwards, Jessica | Home | Log Out | Change Password | English

Business & Financial Services (Br0007)

Administration Organization Chart Evaluations At a Glance Goals Training PDP SP Reports Help

Assign Evaluation Save Cancel

Home > Assign Evaluation

ID 9999 Ortiz, Bernardo (Payroll Specialist) Human Resources 2013 (Annual)

Select Evaluation Options

Standard Evaluation  Self Review  Peer Review  360° Review  Team Review

Auto Assignment  OFF

Self Review (1)

ID: 9999 Ortiz, Bernardo (Payroll Specialist)

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Administration Organization Chart Evaluations At a Glance Goals Training PDP SP Reports Help

Assign Evaluation Update Cancel

Home > Assign Evaluation

ID 9999 Ortiz, Bernardo Human Resources 2013 (Annual)

Evaluation has been assigned successfully OK

Select Evaluation Options

Self Review  Peer Review  360° Review  Team Review

Auto Assignment  OFF

Self Review (1)

Ortiz, Bernardo (Payroll Specialist)

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The screenshot shows a HRIS dashboard for 'Business & Financial Services (Br0007)'. The user is logged in as 'Edwards, Jessica (HRIS Analyst)'. The dashboard displays 'Evaluation Status (1)' for employee 'Ortiz, Bernardo (Payroll Specialist)'. Two red boxes indicate 'SELF REVIEW PENDING' and 'STANDARD EVALUATION PENDING'. A callout bubble points to these boxes with the text: 'Once a self-evaluation has been completed by your employee, this box will turn green and say "self-review complete"'. Another callout bubble points to the 'Evaluation Status (1)' link with the text: 'Click on Evaluation Status to check the status of your employee's evaluation.' A third callout bubble points to a 'View All' link with the text: 'If you have several employees, you might have a link on this screen to "view all evaluations".' The dashboard also shows 'Pending Evaluations (1)', 'Pending Approval (0)', 'Rejected Evaluations (0)', and 'Drafts (0)'. A 'Top Performers' chart area shows 'No Data Series'.

**Congratulations – You have assigned a self-evaluation to your employee!**