

How to Complete Your Self Evaluation

Step 1: Log In

User ID: bortiz
Password: ●●●●
Company Code: ts84ub
Word Verification: Please type the code shown in the image below. [Click here if unable to see image below](#)
2dpw
Word verification is not case sensitive
2dpw
 Remember my username and company code
Login Forgot Password

By now, your log in information should have been emailed to you. If you don't have it, simply enter in your username (first initial and last name) and select "forgot password".

If you are still having issues email HolbertME@tsu.edu or SinclairSA@tsu.edu for assistance.

Welcome: Ortiz, Bernardo | Home | Log Out | Change Password | English
Business & Financial Services (Br0007)
Evaluations Goals Training PDP SP Help
My Dashboard My Profile Messages(1) My Job Description
Drafts (0)
New Feature: Messages
The new "Messages" feature stores all messages sent or received within the Bullseye system. All of these messages are available inside the "Message Center" on the individual's dashboard.
Self Review (1) 360° Review (0) Don't show again Close X
ID : 9999
Ortiz, Bernardo (Payroll Specialist)
2013 Add to Outlook View Request
Emp ID: 9999
Ortiz, Bernardo (Payroll Specialist)
Human Resources
My Evaluations (2) View All
2011 Approved

If you have a pop up window on your screen simple read the message then select "Don't show again".

Step 2: Select "View Request"

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My Dashboard My Profile Messages (1) My Job Description

Drafts (0) No record found

Self Review (1) 360° Review (0) Peer Review (0) Team Review (0)

Emp ID: 9999 Ortiz, Bernardo (Payroll Specialist) 2013 Add to Outlook View Request

Ortiz, Bernardo (Payroll Specialist) Human Resources

My Evaluations 2011 Approved

If the tab says "Self Review (0)" that means that your manager has not yet assigned a self-evaluation to you. You will not be able to complete your self-review **UNTIL** your manager assigns it to you.

Select "View Request".

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Self Review Cancel

Employee ID: 9999 Ortiz, Bernardo (Payroll Specialist) (Human Resources - Year 2013) 0% completed

Administrative Staff

Job Knowledge
Understands and has a working knowledge of all skills of assigned [read more](#)
 Not Observed

Productivity & Quality of Work
Works at expected pace; Work is thorough, neat & accurate and [read more](#)
 Not Observed

Flexibility
Easily learns and masters new skills; adaptable and willing to [read more](#)
 Not Observed

Teamwork
Practices respectful, honest and direct communication with all [read more](#)
 Not Observed

Ownership
Demonstrates ownership and accountability for individual performance; [read more](#)
 Not Observed

Attendance
Practices timeliness in reporting to work; works throughout scheduled [read more](#)
 Not Observed

Dependability & Decision Making
Follows instructions; reliable and responsive to assigned tasks; [read more](#)
 Not Observed

Job Habits and Time Management
Work area is clean and organized; enthusiastic, motivated worker. [read more](#)
 Not Observed

Comments

SAVE SUBMIT EVALUATION

AVERAGE 0.00 TOTAL 0/40

LEGEND
5= Exceptional 4= Good 3= Satisfactory
2= Marginal 1= Unsatisfactory

Step 3: Complete the Evaluation

Your self-evaluation gives you an opportunity to give clear and honest feedback about your performance. Please take your time as you are writing your comments and be sure to **include examples** of accomplishments that you have achieved this year.

Be sure to point out improvements that you have made over this past year. How have you raised the bar? How have you improved your processes? How have you been innovative? Be sure to highlight this in your evaluation.

Also – **be honest**. If you didn't meet all of your goals or if you can recognize areas in your performance that you know you can improve on make a note of it. In order to grow you must first be willing to share your shortcomings.

Hover your mouse over each area of the BullsEye to see the descriptions of ratings between 1 – unsatisfactory and 5 – exceptional.

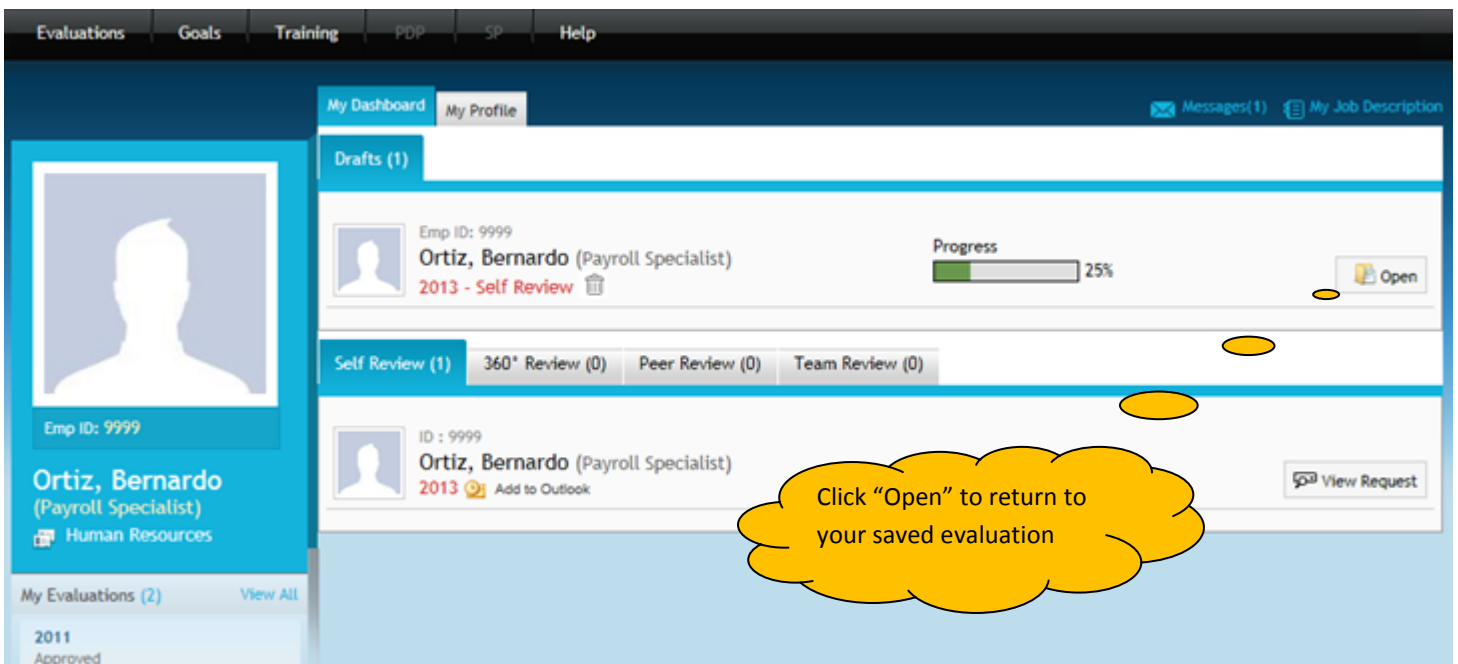
Complete notes for each section of the evaluations. Your notes should be specific, honest, and include examples.

If you are a manager, you'll notice a small blue arrow to the right of the Bullseye. This arrow will lead you to a second Bullseye that you will need to complete.

If you are unable to complete your self-evaluation in one sitting, simply save it as you would a regular file. Just click **“SAVE”** at the bottom of the screen.



When you are ready to complete the self-evaluation, log back in to Bullseye and click **“Open”**



Step 4: Submit the Evaluation.

Employee ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources - Year 2013)

100% completed

Job Knowledge
Understands and has a working knowledge of all skills of the job.
Assigned tasks; [read more](#)
 Not Observed

Productivity & Quality of Work
Works at expected pace; Work is thorough, neat and accurate.
[read more](#)
Observed

Flexibility
Easily learns and masters new skills; adaptable and willing to [read more](#)
 Not Observed

Teamwork
Practices respectful, honest and direct communication with all [read more](#)
 Not Observed

Ownership
Demonstrates ownership and accountability for individual performance; [read more](#)
 Not Observed

Attendance
Practices timeliness in reporting to work; works throughout scheduled [read more](#)
 Not Observed

Job Habits and Time Management
Work area is clean and organized; enthusiastic, motivated worker. [read more](#)
 Not Observed

Comments | **View Forced Comments**

AVERAGE 3.62 | **TOTAL** 99.10 | **LEGEND**
5 - Exceptional | 4 - Good | 3 - Satisfactory

SAVE | **SUBMIT EVALUATION**

Once you have completed the evaluation, click "Submit Evaluation".

Congratulations – You have completed and submitted your self-evaluation!

Click "Home" to return to the home screen

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How to View Your Self Evaluation After You Have Completed and Submitted it

On the home page Click on “Evaluations”, then “My Reviews”. Enter in the correct date range, click “Search” then select “View”.

