

How to review your evaluation and give feedback

Step 1 – log in

Step 2 – Click on “Awaiting Feedback”

The screenshot shows the user interface of the Texas Southern University (TSU) HR system. The user is logged in as Grace, Olivia, an Administrative Assistant in Human Resources. The dashboard displays a navigation menu with options like Evaluations, Goals, Training, PDP, SP, and Help. A central section shows 'My Evaluations (2)' with a 'View All' link. Below this, a status indicator shows '2013 Awaiting for Feedback'. A yellow arrow labeled 'Step 2' points to this status indicator.

Step 3 – Review the evaluation. You can do this by clicking on each area of the evaluation to see your manager’s notes, or you can click on “print” to download the evaluation and review your manager’s notes.

Step 4 - Select either “Agree” or “Disagree” and add in your comments.

The screenshot shows the evaluation form for Grace, Olivia, an Administrative Assistant in Human Resources for the year 2013. The form is titled 'Standard' and is 100% completed. It features a central radar chart with five categories: Job Knowledge, Productivity & Quality of Work, Teamwork, Attendance, and Ownership. Each category has a description and a 'Not Observed' checkbox. A yellow arrow labeled 'Step 3' points to the radar chart, and another yellow arrow labeled 'Step 4' points to the 'AGREE' and 'DISAGREE' buttons at the bottom. The 'AGREE' button is highlighted in green, and the 'DISAGREE' button is highlighted in red.