

## How to View, Save, and Print Your Employee's Self Evaluation

Before you get started on writing a standard evaluation for your employee, you'll need to review their self-evaluation. Employee self-evaluations give managers a unique opportunity to see how employees view their own performance. In departments with clear communication, and with employees who are honest about their performance, a self-evaluation will give the manager confirmation that their employee is knowledgeable of the department goals and initiatives.

**Remember** – employees do **not** write their own evaluations.

An employee self-evaluation is just another tool that managers will use when they write the actual evaluation. The standard evaluation (which is written by the department manager) is the evaluation of record. Standard evaluations should be based on manager observations and notes during the year, along with considering the information provided in the employees' self-evaluation.

Once your employee has completed their self-evaluation you'll be able to log in to Bullseye and view a copy.

**Step 1 – Click on the “Evaluation Status” tab**

**Step 2 – Click on “Self Review Complete”**

The screenshot displays the Bullseye HR system interface. At the top, there is a navigation bar with the TSU logo and the text "TEXAS SOUTHERN UNIVERSITY". The user is logged in as "Edwards, Jessica" with the role of "HRIS Analyst" in "Human Resources". The main dashboard shows the "Evaluation Status" tab selected, with a yellow arrow labeled "Step 1" pointing to it. Below the tabs, there is a section for "Ortiz, Bernardo (Payroll Specialist) 2013" with a green button labeled "SELF REVIEW COMPLETE" and a red button labeled "STANDARD EVALUATION PENDING". A yellow arrow labeled "Step 2" points to the "SELF REVIEW COMPLETE" button. The interface also shows a "No record found" message and a "Top Performers" section with a bar chart.

**Step 3 – Click “Print” then follow the prompts**

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

Self Review Cancel

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

Print Print Criteria

Administrative Staff

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

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

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

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

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

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

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

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

Comments View Forced Comments

AVERAGE 3.67 TOTAL 29/40

LEGEND  
 5= Exceptional 4= Good 3= Satisfactory

https://my.bulleyevaluation.com/TSU

Print Evaluation - Windows Internet Explorer

https://my.bulleyevaluation.com/PrintSelfEvaluation.aspx?empID=g8AMQ2qH47Q2ABaccr6D=1182&demand=fafe

Financial Services (Br0007)

Self Review Cancel

Print Print Criteria

Administrative Staff

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

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

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

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

TSU  
 TEXAS SOUTHERN UNIVERSITY

Self Evaluation Summary

OF THE

Ortiz, Bernardo  
 9999  
 ( Payroll Specialist )

- Click on the printer icon
- Click “All”
- The document will then be converted in to an Adobe PDF file for you to print and/or save.

