

How to Assign a Self-Review to Your Employee (3 steps)

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

STEP 1: Click: Assign Appraisal

STEP 2: Click: Self Review

STEP 3: Click: Save

Make sure the year listed below employee's name is the current year. If it shows a previous year, you'll need to click "Skip" and follow the prompts to bring you to the current year.

1) Click on "Assign Appraisal"

The screenshot displays the HRIS interface for Jessica Edwards, HRIS Analyst. The main navigation bar includes 'Administration', 'Organization Chart', 'Appraisals', 'At a Glance', 'Goals', 'Training', 'PDP', 'SP', 'Reports', and 'Help'. The user's profile information is visible on the left, including 'Edwards, Jessica (HRIS Analyst)'. The main content area shows a list of 'Pending Appraisals (1)' for 'Ortiz, Bernardo (Payroll Specialist)' for the year '2014'. The 'Assign Appraisal' button is highlighted with a blue callout box. Below the appraisal list, there is a 'No record found.' message and a search filter for 'Top Performers' with a 'Performance Rating' scale from 1 to 5. A black callout box with a white background contains the text: 'TIP: If you have several employees, you might have a link on this screen to "view all employees".'

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

TSU
TEXAS SOUTHERN UNIVERSITY

Business & Financial Services (Br0007)

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

Assign Evaluation Save Cancel

Home > Assign Evaluation

Select Evaluation Options

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

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

TSU
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Business & Financial Services (Br0007)

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

Assign Evaluation Update Cancel

Home > Assign Evaluation

Evaluation has been assigned successfully OK

Select Evaluation Options

ID: 9999
Ortiz, Bernardo
Human Resources
2013 (Annual)

Self Review Peer Review 360° Review Team Review

Auto Assignment OFF

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

ID: 9999
Ortiz, Bernardo (Payroll Specialist)

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TIP: Let your employees know that they are now able to log in and complete their self-evaluation. (Give them a deadline).
Send their passwords to them as well.

TIP: Return to the home page by clicking "Home"

How to Check the Status of a Self-Review that You've Assigned (One Step)

Click on Appraisal Status to check the status of your employee's evaluation.

The screenshot displays the HR system interface for Jessica Edwards, HRIS Analyst. The main navigation bar includes: Administration, Organization Chart, Appraisals, At Glance, Goals, Training, PDP, SP, Reports, and Help. The user's profile is shown as Edwards, Jessica (HRIS Analyst) with Emp ID: 00000. The main content area is titled "Business & Financial Services (Br0007)" and shows the "Appraisal Status" tab selected. Under this tab, there are buttons for "Pending Appraisals (1)", "Appraisal Status (1)", "Pending Approval (0)", "Rejected Appraisals (0)", and "Drafts (0)". The employee profile for Bernardo Ortiz (Payroll Specialist, Emp ID: 9999, 2014) is displayed, with two red status boxes: "SELF REVIEW PENDING" and "MANAGER REVIEW PENDING". Below the profile, there are buttons for "Self Review (0)", "360 Review (0)", "Peer Review (0)", and "Team Review (0)". A search filter shows "No record found." with a date range from January 2014 to September 2014. A "Top Performers" chart is also visible, showing a "No record found." message. Two callout boxes provide additional information: one points to the "Appraisal Status" tab, and another points to the red status boxes.

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

TIP: Once a self-evaluation has been completed by your employee, this box will turn green and say "self-review complete".