

How to Complete a Standard Appraisal

Step 1 – Log In

Step 2 – Click on “Appraise”

TSU
TEXAS SOUTHERN UNIVERSITY

Home | Edwards, Jessica | English

Business & Financial Services (Br0007)

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My Dashboard | My Profile

Messages(13) | My Job Description

Pending Appraisals (1) | Appraisal Status (1) | Pending Approval (0) | Rejected Appraisals (0) | Drafts (0)

Emp ID: 9999
Ortiz, Bernardo (Payroll Specialist)
2014 Add to Outlook

Reassign | Unassign | Appraise

Self Review (0) | 360 Review (0) | Peer Review (0) | Team Review (0)

No record found.

From January 2014 To September 2014 Reporting Employee All Go

Top Performers

Performance Rating

No record found.

Step 2

Step 3 – Complete the Appraisal

Manager Review | Year 2014 - Friday, August 01, 2014

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

0% completed | 0.00 YTD | 0.00 Average | 0/40 TOTAL

Administrative Staff

SELF REVIEW 3.88 | GOALS | TRAININGS

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

Job Knowledge
Understands and has a working knowledge of all skills of ass... read more
View Criteria | Not Observed

Productivity & Quality of Work
Works at expected pace; Work is thorough, neat, accurate an... read more
View Criteria | Not Observed

Dependability & Decision Making
Follows instructions; reliable and responsive to assigned ta... read more
View Criteria | Not Observed

Flexibility
Easily learns and masters new skills; adaptable an... read more
View Criteria | Not Observed

Job Habits and Time Management
area is clean and organized; enthusiastic, motivated wo... read more
View Criteria | Not Observed

Teamwork
Practices respectful, honest and direct communication with... read more
View Criteria | Not Observed

Attendance
Practices timeliness in reporting to work; works throug... read more
View Criteria | Not Observed

Ownership
Demonstrates ownership and accountability for individual per... read more
View Criteria | Not Observed

Click "View Criteria" so see examples of each rating.

Using the key above, select the area in the Bullseye that corresponds with your performance. The closer to the center of the Bullseye, the better the performance.

Comments | Forced Comments | Review Feeds | View Chart

SAVE | SUBMIT

100%

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

Standard 0% completed

Administrative Staff

Job Knowledge: Understands and has a working knowledge of all skills of
Dependability & Decision Making: Follows instructions; reliable and responsive to assigned tasks; read more
Job Habits and Time Management: Work area is clean and organized; enthusiastic, motivated worker. read more
Attendance: Practices timeliness in reporting to work; works throughout scheduled throughout scheduled read more

Productivity & Quality of Work: Works at expected pace; Work is thorough, neat &...
Flexibility: Easily learns and masters new skills; adaptable and willing to read more
Teamwork: Practices respectful, honest and direct communication with...
Ownership: Demonstrates ownership and accountability for individual performance; read more

Evaluation Forced Comments

Flexibility

OK Cancel

SAVE SUBMIT EVALUATION

AVERAGE TOTAL YTD LEGEND:

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

If you are evaluating 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.

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Business & Financial Services (Br0007)

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

Standard 75% completed

Administrative Staff

Understands and has a working knowledge of all skills of
Dependability & Decision Making: Follows instructions; reliable and responsive to assigned tasks; read more
Job Habits and Time Management: Work area is clean and organized; enthusiastic, motivated worker. read more
Attendance: Practices timeliness in reporting to work; works throughout scheduled throughout scheduled read more

Flexibility: Easily learns and masters new skills; adaptable and willing to read more
Teamwork: Practices respectful, honest and direct communication with all read more
Ownership: Demonstrates ownership and accountability for individual performance; read more

Evaluation has been saved successfully

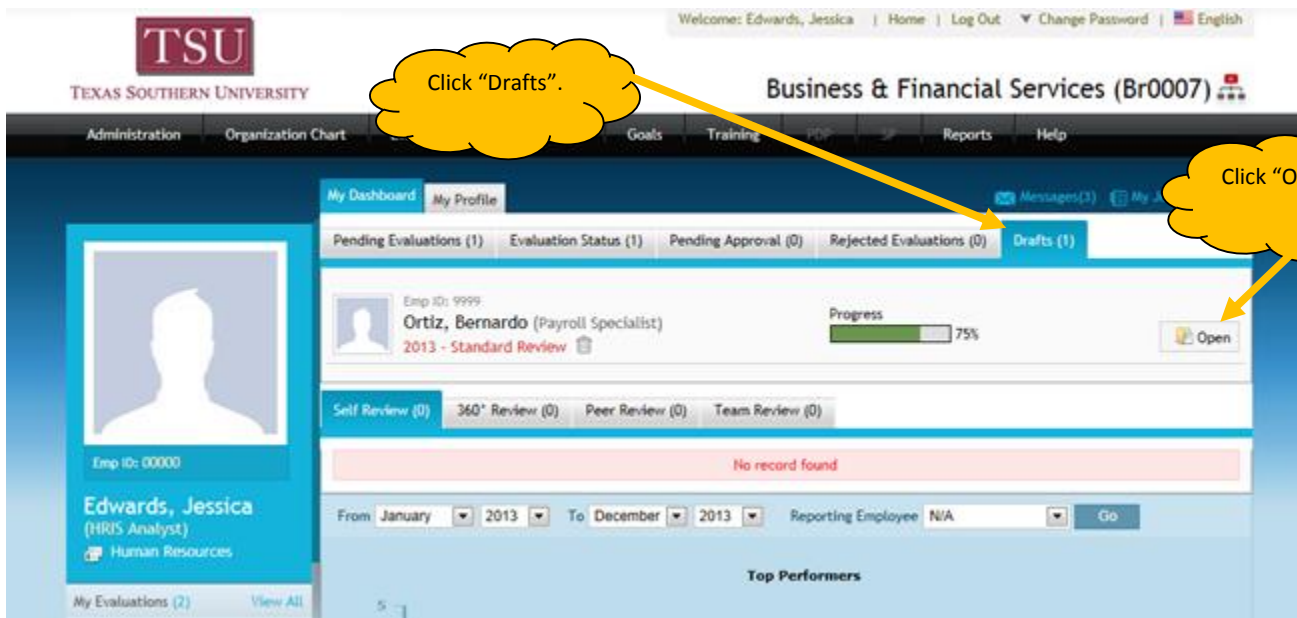
OK

SAVE SUBMIT EVALUATION

AVERAGE TOTAL YTD LEGEND:

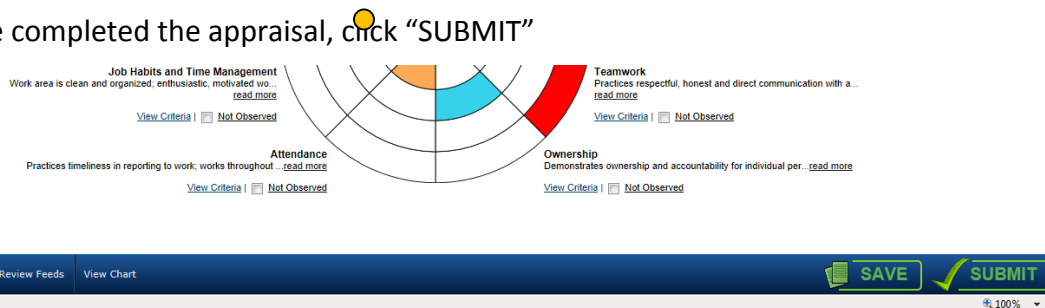
Click on "SAVE" and then "OK" if you'd like to save your evaluation and complete it at a later time.

When you are ready to complete the appraisal, log back in to Bullseye, click on "Drafts" then click "Open"

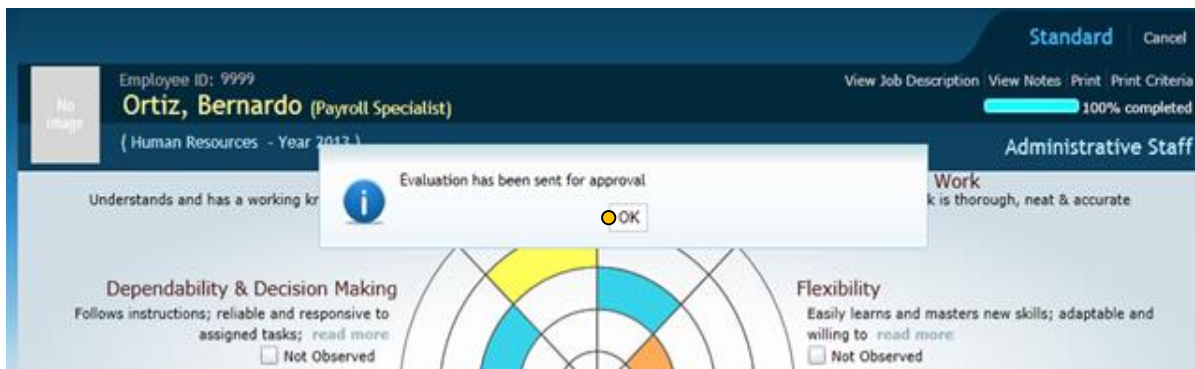


Step 4 – Submit the appraisal

Once you have completed the appraisal, click "SUBMIT"



Your evaluation will then be sent to you approver for a final review.



Congratulations – You have completed and submitted your employee's appraisal!