

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

Before you get started on writing a standard appraisal for your employee, you'll need to review their self-review. Employee self-reviews 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-review will give the manager confirmation that their employee is knowledgeable of the department goals and initiatives.

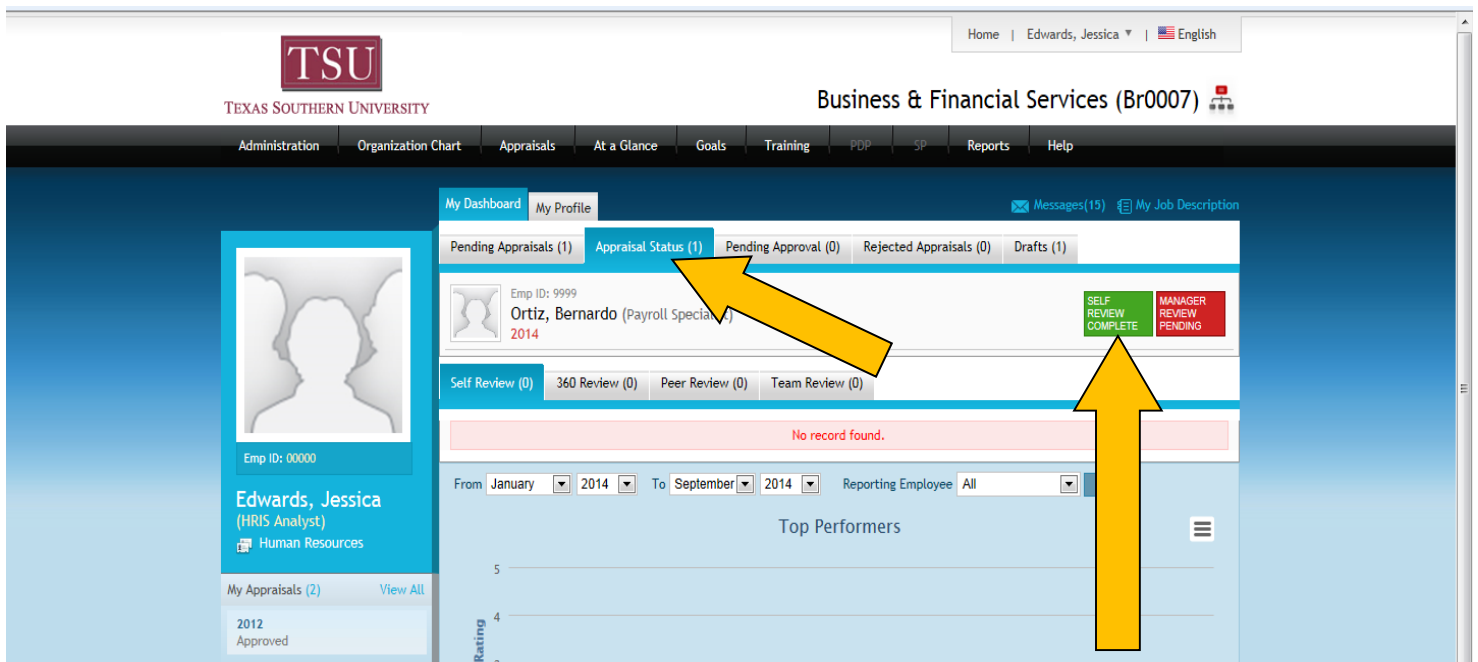
Remember – employees do **not** write their own appraisals.

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

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

Step 1 – Click on the “Appraisal Status” tab

Step 2 – Click on “Self Review Complete”



The screenshot displays the Bullseye HRIS system interface. At the top, the TSU logo and "TEXAS SOUTHERN UNIVERSITY" are visible on the left, and "Business & Financial Services (Br0007)" is on the right. A navigation bar includes "Administration", "Organization Chart", "Appraisals", "At a Glance", "Goals", "Training", "PDP", "SP", "Reports", and "Help". The main content area shows a user profile for "Edwards, Jessica (HRIS Analyst)" on the left. The central panel displays "My Dashboard" with tabs for "My Profile", "Messages (15)", and "My Job Description". Below these are tabs for "Pending Appraisals (1)", "Appraisal Status (1)", "Pending Approval (0)", "Rejected Appraisals (0)", and "Drafts (1)". The "Appraisal Status (1)" tab is selected, showing a list of appraisals for "Ortiz, Bernardo (Payroll Specialist) 2014". Two status indicators are visible: "SELF REVIEW COMPLETE" (green) and "MANAGER REVIEW PENDING" (red). A yellow arrow points to the "Appraisal Status (1)" tab, and another yellow arrow points to the "SELF REVIEW COMPLETE" indicator. Below the appraisal list, there are filters for "From January 2014 To September 2014" and "Reporting Employee All". A "Top Performers" section is partially visible at the bottom.

Step 3 – Click the print icon then follow the prompts

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

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

3.88 Average | 9 TOTAL

Admin | Staff

Legend: 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 and willing... [read more](#)
[View Criteria](#) | Not Observed

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

Teamwork
Practices respectful, honest and direct communication with a... [read more](#)
[View Criteria](#) | Not Observed

Attendance
Practices timeliness in reporting to work; works throughout... [read more](#)
[View Criteria](#) | Not Observed

Ownership
Demonstrates ownership and accountability for individual per... [read more](#)
[View Criteria](#) | Not Observed

Comments | Forced Comments

100%

Print Evaluation - Windows Internet Explorer

https://my.bullseyeevalu... | TSU

Print Evaluation Summary

TSU TEXAS SOUTHERN UNIVERSITY

Ortiz, Bernardo

9999 (Payroll Specialist)

Financial Services (Br0007)

Self Review

Print Print Criteria

Administrative Staff

Quality of Work

Works at expected pace; Work is thorough, neat & accurate

Flexibility

Easily learns and masters new skills; adaptable and willing

Teamwork

Practices respectful, honest and direct communication with

Attendance

Practices timeliness in reporting to work; works throughout

Ownership

Demonstrates ownership and accountability for individual per

- 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.

