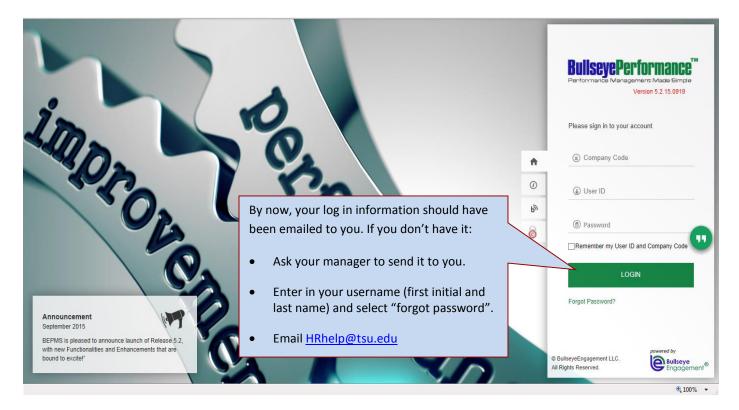
## For Employees

# How to Complete Your Self Review (4 Steps)

Step 1: Log In



#### Step 2: Select "View Request"

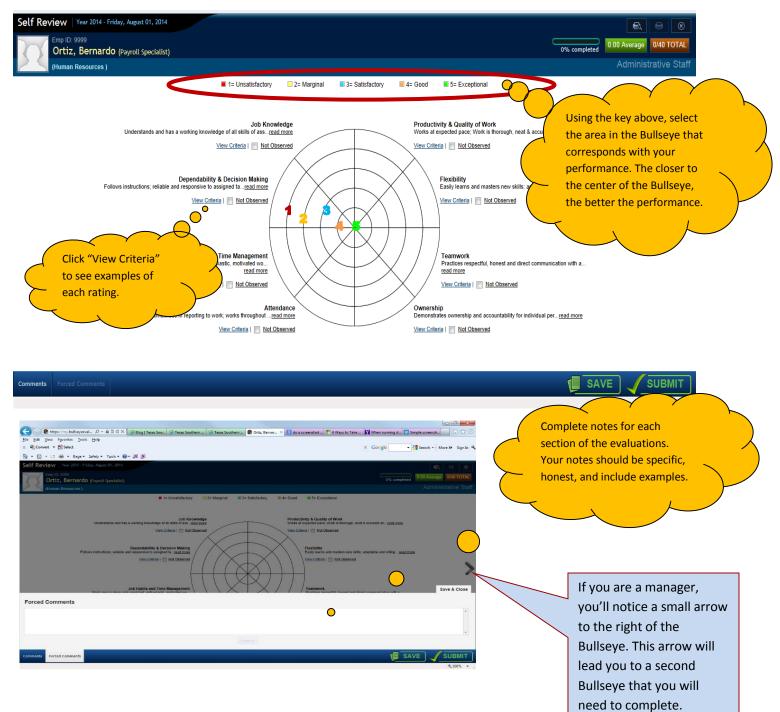
	TSU	Home   Ortiz, Bernardo 🔻   🧮 English
	TEXAS SOUTHERN UNIVERSITY	Business & Financial Services (Br0007) 品
	Appraisals Goals Training PDP SP	Help
	My Dashboard My Profi	ie My Job Description
		No record found.
	ID:9999	0 Review (0) Peer Review (0) Team Review (0) ernardo (Payroll Specialist) idi to Outlook
	Ortiz, Bernardo (Payroll Specialist) Human Resources My Appraisals (3) 2013	•
-	If the tab says "Self Review (0)" that means that your manager has not yet assigned a self- evaluation to you. You will not be able to	Select "View Request".
	complete your self-review <u>UNTIL</u> your manager assigns it to you.	₩,100%

#### Step 3: Complete the Appraisal

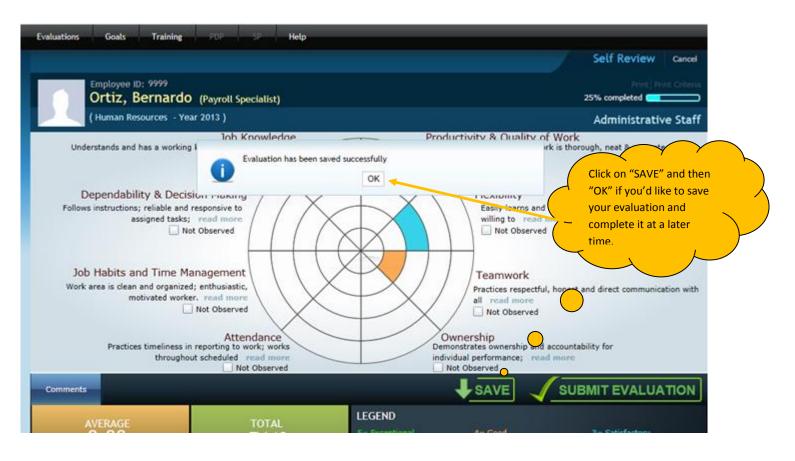
Your self-review gives you an opportunity to give clear and honest feedback about your performance. Please take your time as you are writing your comments and be sure to *include examples* of accomplishments that you have achieved this year.

Be sure to point out improvements that you have made over this past year. How have you raised the bar? How have you improved your processes? How have you been innovative? Be sure to highlight this in your evaluation.

Also – *be honest*. If you didn't meet all of your goals or if you can recognize areas in your performance that you know you can improve on make a note of it. In order to grow you must first be willing to share your shortcomings.



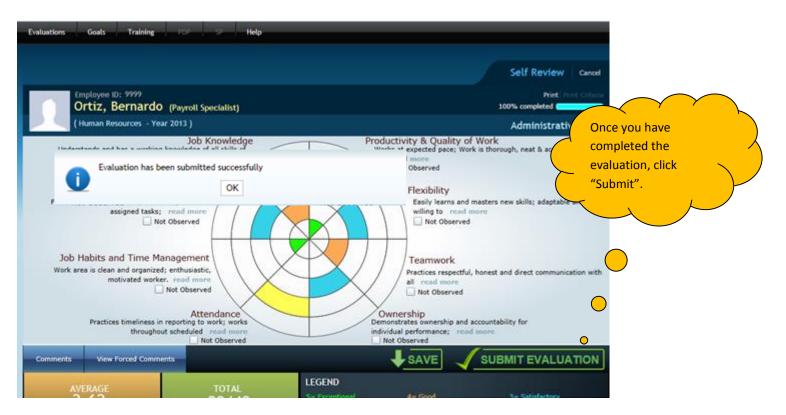
If you are unable to complete your self-review in one sitting, simply save it as you would a regular file. Just click "SAVE" at the bottom of the screen.



#### When you are ready to complete the self-review, log back in to Bullseye and click "Open"

Evaluations Goals Train	ing PDP SP Help	
	My Dashboard My Profile	Messages(1) ( My Job Description
	Drafts (1)	
	Emp ID: 9999 Ortiz, Bernardo (Payroll Specialist) 2013 - Self Review 💼 25%	o 🔁 Open
	Self Review (1) 360° Review (0) Peer Review (0) Team Review (0)	•
Emp ID: 9999 Ortiz, Bernardo (Payroll Specialist) Human Resources My Evaluations (2) View All	D: 9999 Ortiz, Bernardo (Payroll Specialist) 2013 Add to Outlook Click "Open" to return to your saved evaluation	View Request
2011 Approved		

#### Step 4: Submit the Review.



Congratulations – You have completed and submitted your self-review!

### How to View Your Self Review After You Have Completed and Submitted it

On the home page Click on "Appraisals", then "My Reviews". Enter in the correct date range, click "Search" then select "View".

TSU TEXAS SOUTHERN UNIVERSITY		Home   Jessica Business & Financial Se	Train 🔻 🕢 Help   🗮 English
Administration Org. Chart	Appraisals Goals T	aining	
<b>3</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b>	My Reviews		
	My Appraisals	al Status (0) Pending Approval (0) Rejected Appraisals (0) Drafts	
	Pending Appraisals		
	Appraisal Status	strative Assistant)	🛱 Assign Appraisal 🔶 Skip
	Search Appraisals	Pro Protov (P) - Tran Protov (P)	
	Pending Approval	Peer Review (0) Team Review (0)	
	Assign On Demand Appraisals	No record found.	
Jessica Train (HRIS Analyst) HR - Test Environment	On Demand Appraisal Status	To August V 2015 V Reporting Employee All	Go
	Search On Demand Appraisals	Top Performers	≡
My Appraisals (3) View All	5.00	-	
2014 Completed	4.00		

My Reviews 🕖										
Home > Evaluations > My Reviews										
Employee ID: 9999 Ortiz, Bernardo (Payroll Specialist) Human Resources										
Standard Evaluations On Demand Evaluations										
From January	• 2013 •	To December	<ul><li>▼ 2013</li></ul>	Evaluation Type All Search	I					
Created For	Frequency	Period	Create Date	Evaluation Type	Created By	Average Action				
Ortiz, Bernardo	Annual	2013	7/11/2013 11:40:51 AM	Self Review	Ortiz, Bernardo	3.62 View				