

For Employees

How to Complete Your Self Review (4 Steps)

Step 1: Log In

Announcement
September 2015

BEPMS is pleased to announce launch of Release 5.2, with new Functionalities and Enhancements that are bound to excite!

By now, your log in information should have been emailed to you. If you don't have it:

- Ask your manager to send it to you.
- Enter in your username (first initial and last name) and select "forgot password".
- Email HRhelp@tsu.edu

BullseyePerformance™
Performance Management Made Simple
Version 5.2.15.0919

Please sign in to your account

Company Code

User ID

Password

Remember my User ID and Company Code

LOGIN

Forgot Password?

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Step 2: Select "View Request"

TSU TEXAS SOUTHERN UNIVERSITY

Home | Ortiz, Bernardo | English

Business & Financial Services (Br0007)

Appraisals | Goals | Training | PDP | SP | Help

My Dashboard | My Profile

Drafts (0)

No record found.

Self Review (1) | 360 Review (0) | Peer Review (0) | Team Review (0)

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

View Request

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

My Appraisals (3)
2013 Approved

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 complete your self-review UNTIL your manager assigns it to you.

Select "View Request".

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.

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

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

0% completed | 0.00 Average | 0/40 TOTAL

Administrative Staff

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

Click "View Criteria" to 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

SAVE SUBMIT

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

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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 [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; adap... [read more](#)
[View Criteria](#) | Not Observed

Time Management
Plastic, motivated wo... [read more](#)
[View Criteria](#) | Not Observed

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

Attendance
Arrives on time 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

Job Habits and Time Management

Forced Comments

Save & Close

Comments | Forced Comments

SAVE SUBMIT

If you are a manager, you'll notice a small arrow to the right of the Bullseye. This arrow will lead you to a second Bullseye that you will need to complete.

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.

The screenshot shows the 'Self Review' interface for Bernardo Ortiz, a Payroll Specialist. A central bullseye chart displays progress across various categories: Job Knowledge, Productivity & Quality of Work, Dependability & Decision-making, Job Habits and Time Management, Attendance, Teamwork, and Ownership. A notification box at the top center states 'Evaluation has been saved successfully' with an 'OK' button. At the bottom, there are two prominent buttons: 'SAVE' (with a downward arrow) and 'SUBMIT EVALUATION' (with a checkmark). A yellow callout bubble points to the 'OK' button with the text: '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 self-review, log back in to Bullseye and click **“Open”**

The screenshot shows the user's dashboard in the Bullseye system. On the left is a profile card for Bernardo Ortiz, Payroll Specialist, with 'My Evaluations (2)' listed below. The main content area shows a 'Drafts (1)' section containing a card for 'Ortiz, Bernardo (Payroll Specialist) 2013 - Self Review' with a 25% progress bar and an 'Open' button. Below this is a 'Self Review (1)' section with a 'View Request' button. A yellow callout bubble points to the 'Open' button with the text: 'Click “Open” to return to your saved evaluation'

Step 4: Submit the Review.

The screenshot displays a self-review interface for Bernardo Ortiz, Payroll Specialist. The interface includes a navigation menu at the top with options like Evaluations, Goals, Training, PDF, SP, and Help. A header section shows the employee's name and title, along with a 'Self Review' button and a '100% completed' progress bar. A central radar chart displays performance metrics across various categories: Job Knowledge, Productivity & Quality of Work, Flexibility, Teamwork, Ownership, Attendance, and Job Habits and Time Management. A notification box in the center states 'Evaluation has been submitted successfully'. At the bottom, there are buttons for 'SAVE' and 'SUBMIT EVALUATION'. A legend at the bottom right indicates performance levels: 5= Exceptional, 4= Good, and 3= Satisfactory.

Once you have completed the evaluation, click "Submit".

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”.

