TTUHSC Staff Performance Management
Employee Self Assessment
User’s Guide
12/2011
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Program Overview

Welcome to the Employee Self Assessment online system.

This guide will take you step by step through the completion of the Employee Self Assessment. The online system is simply a tool to easily produce the self assessment form that is used as part of the overall performance management process. This form is just one part of a communication process to be used by a supervisor and an employee in achieving the performance and rewards both desire. Performance management optimizes the talent of TTUHSC’s most important resource, the employees, in support of TTUHSC’s mission and vision.

eRaider Sign-In

The online Staff Performance Management (PM) program is for use in the development and administration of key components of the PM process at TTUHSC. To access the online PM program, go to http://www.ttuhsc.edu/hr/performancemanagement and sign-in using your eRaider username and password.
Self Assessment

**STEP 1 – Click on New Self Assessment:**

From the Staff PM home page, click on the “New Self Assessment” link to access the online Employee Self Assessment form.
**STEP 2 – Complete Section 1 – Accomplishments/Contributions**

Use this section to write about your strengths and accomplishments during the past year. Discuss value you bring to your department by highlighting job functions at which you excel. You can include any letters of thanks or praise from customers or co-workers or give specific examples of your accomplishments. Continue to the next section by clicking on the “Next” button.

*Tip: Click on “Save Form” button periodically*

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*Tip: If you haven't submitted the assessment, you can deselect the “Check box if the section is complete” check box and continue editing.*
**STEP 3 – Complete Section 2 – Performance Improvement/Development Plan Progress**

Review your last evaluation and then describe any improvements you have accomplished, goals attained, education or job related development you acquired over the year.

*Tip: Click on “Save Form” button periodically*

*Tip: If you haven’t submitted the assessment, you can deselect the “Check box if the section is complete” check box and continue editing.*
**STEP 4 – Complete Section 3 – Ideas for Improvement/Development**

Identify areas you feel can be improved upon and offer solutions that would help you improve your performance. This is the opportunity to request on-the-job training, cross-training, or opportunities to attend seminars or workshops that would help you to enhance your job performance.

*Tip: Click on “Save Form” button periodically*

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*Tip: If you haven't submitted the assessment, you can deselect the “Check box if the section is complete” check box and continue editing.*
STEP 5 – Complete Section 4 – Supervisory Support

This section is your opportunity to offer valid, positive suggestions that your supervisor can do to better assist you in your position.

Tip: Click on “Save Form” button periodically

Tip: If you haven’t submitted the assessment, you can deselect the “Check box if the section is complete” check box and continue editing.
**STEP 6 - If desired, add optional “Attachments”**

Other documents, such as letters of thanks or praise, or training certificates may be attached to your self assessment. **Note: The attachment can be in Word, Excel, PDF, or similar format.**

A. Multiple attachments are allowed and will display on this page.

B. When complete, click “Next” to proceed to the Submit page.
**STEP 7 - Submit page**

When you have completed your self assessment click on “Submit”. Once you submit the assessment, it may no longer be edited. If you want to further modify it, contact your Human Resources Director for assistance.
**STEP 8 – Print a copy of your Self Assessment**

After you have submitted the Self Assessment, click on the “Print a Copy” box and sign your form. You will then meet with your supervisor to discuss what you have written in preparation for your Performance Evaluation.

**THANK YOU**

Your commitment to participating in this process is extremely valuable to you and the performance management philosophy at Texas Tech University Health Sciences Center.