This job guide focuses on **employee self-assessment**.

Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

1. In your “To Do” tile click on “Employee fills out their own performance rating and comments” Assessment.

This is step two in the complete process. The self-assessment includes goals, job duties, competencies and behaviors.
GOALS: The assessment choices for goals are Distinguished, Valued and Needs Improvement. Using the drop down box the employee will self-assess and select an assessment for each goal.

2. Goals: Click on the icon beside Employee Rating, to display the attributes of Distinguished, Valued and Needs Improvement.
3. Perform a self-assessment for each goal listed.

4. Job Duties: Perform a self-assessment on each of the job duties listed.

The number and kind of job duties that need to be assessed have been determined and agreed upon by the staff employee and manager. The job duties should be established at a high level to cover a broad range of activities/functions.
5. Competencies: Determine a self-assessment for each of the fourteen (14) competencies.

The “Competency” section contains fourteen (14) competencies that the University has determined should be considered for all staff employees. The competencies are: Communication, Decision Making, Developing Others, Group Leadership, Initiative, Organizational Awareness, Problem Solving, Professional Knowledge, Project Management, Relationship Building, Teamwork, Time Management, Vision and Strategic Leadership and Work Effectiveness. You in conjunction with your manager can determine if a competency is applicable to your particular job.

Details of the Competency evaluation categories.
If a comment is desired click on “Writing Assistant” button.

This year my communication has been clear and consistent with colleagues understanding exactly how to proceed based on my communications.

Topic/links to suggestions will be displayed.

Click on a topic/link that is applicable and the full text will be displayed. If the text is desired for the self-assessment, click on “Place Quote” button.
It is possible to select multiple statements for the self-assessment. If desired choose another item and again click the “Place Quote” button.

Note that both statements are now in the comment section. The statements can be edited if desired to make the statements more individualized for the self-assessment.
6. Behaviors: Provide a self-assessment for each of the seven (7) behaviors. The “Writing Assistant” is also available for the behaviors comments, if desired.

The “Behaviors” section contains seven (7) behaviors that the University has determined should be considered for all staff employees. The behaviors are: collaboration, leadership, ownership/accountability, self-initiative, sense of empowerment, support of values, and teamwork.

Details of the Behavior evaluation categories.
7. Section Comments: Each section (goals, job duties, competencies, behaviors) has a comment section. Rather than writing comments for each component of a section, a section comment can be written that covers the entire section.

8. When completed with the self-assessment, click the “Send to Manager Assessment” button.
You have the option of adding a note that the manager will see when the email is received that the self-assessment is complete. Add a note or not as desired. Click the “Send to Manager Assessment” button.

The self-assessment is complete. It is now the responsibility of the manager to perform an assessment and schedule a 1:1 meeting to review.

This ends the job guide on self-assessment. For more training guides go to the Performance Management website at: [http://www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)