Employee Self-Assesses

Step 1 in the Performance Review

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
Step 1 – Open Self-Assessment

- Click on your “To Do” tile.
Next, click on “Employee Performs Self-Assessment”. The self-assessment includes goals, job duties, competencies and behaviors.
Step 2 – Assess Goals

- GOALS: The assessment choices for goals are *Achieved*, *Active on Target*, *Needs Improvement*, and *Deferred*. Using the drop-down box, the employee will self-assess and select an assessment for each goal.
Goals: Click on the icon beside Employee Rating, to display the attributes of each rating.
Self-assess each goal by using the drop-down menu and use the textbox to provide supporting comment.
Step 3 – Assess Job Duties

- **JOB DUTIES**: 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.
Step 4 – Assess Competencies

- Competencies: Determine a self-assessment for each of the seven (7) competencies.

- Competencies that the University has determined should be considered for all staff employees. The competencies are: *Communication, Customer Service, Decision Making, Problem Solving, Professional Knowledge, Time Management, and Work Effectiveness*. You in conjunction with your manager can determine if a competency is applicable to your job.
Details of the Competency evaluation categories.
- If a comment is desired click on “Writing Assistant” button.

- 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. Both statements are will show in the comment section. The statements can be edited if desired to make the statements more individualized for the self-assessment.
Step 5 – Assess Behaviors

- Behaviors: Provide a self-assessment for each of the four (4) 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: leadership, ownership/accountability, initiative, collaboration and teamwork.
- Details of the Behavior evaluation categories.
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.
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.
Contacts

Email: performancemgmt@txstate.edu
Phone: 512.245.2557.

This information is available in alternate format upon request from the Office of Disability Services.