

# APT Evaluation

## Employee Self-Evaluation

# Self-Evaluation

- APT employees must complete a Self-Evaluation and submit a copy to their evaluator by December 31.
  - Self-evaluations are to be submitted in the Online Evaluation Management System.
- After login to the Online Evaluation Management System, Select “Edit” in the “Personal Evaluation of (employee name) section.

Personal Evaluations of (employee name)						
Show <input type="text" value="10"/> entries		Search: <input type="text"/>				
Eval Period	Status	Position	Department	Assigned To	Action	
FY1819	Self-Eval	(position title)	(department name)	You	<a href="#">Select</a>	<a href="#">Edit</a>
Showing 1 to 1 of 1 entries				Previous	<input type="button" value="1"/>	Next

# Self-Evaluation (continued)

- When the Continuing Evaluation page opens, scroll down past the Employee Information section to the Performance Accountabilities section.
- Rate each Performance Accountability area (12 total) using the following rating scale:
  - Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectationsor
  - N/A

The screenshot shows the 'Continuing Evaluation' form. A red arrow points from the 'Performance Accountabilities' section of the list to the 'Employee Self-Evaluation' section of the form. A yellow arrow points from the 'Add "optional" employee comments' text to the 'Comments' field.

**Continuing Evaluation** [Back to list](#)

**Employee Information**

Employee Department/Building: (department name)  
Employee Name: (employee name)  
Name change? [Click here to update](#)  
Employee Position:   
Position Type:   
Employee ID:   
Employee Username:   
Department Head:   
Department or position change? [Click here to update](#)  
Evaluator Name:   
Reviewer Name:   
Final Reviewer:

**Workflow**

Evaluation Setup  
(evaluator name) ✓  
Employee Self-Evaluation  
(employee name) ✕  
Evaluation Meeting  
(evaluator name) ✕  
Employee Response  
(employee name) ✕

**Actions:** Delete Evaluation Cancel Save Draft Submit

**Employee Self-Evaluation**

**Performance Accountabilities**

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
* (performance area & description)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments				

Select Rating

Add "optional" employee comments

# Self-Evaluation (continued)

- After rating all Performance Accountability areas, scroll down to the Performance Summary and Growth/Goals sections to add comments.
- Select “Submit” when the Self-Evaluation is complete.

The screenshot displays a web form for a self-evaluation. It features two main text input areas. The first is titled "Performance Summary (please include all significant aspects of this evaluation period)" and the second is titled "Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)". To the left of each text area is a green arrow pointing right with the text "Add Comments". At the bottom of the form is an "Actions:" section containing four buttons: "Delete Evaluation", "Cancel", "Save Draft", and "Submit". A green arrow points left from the right side of the form towards the "Submit" button, with the word "Select" written inside the arrow.