

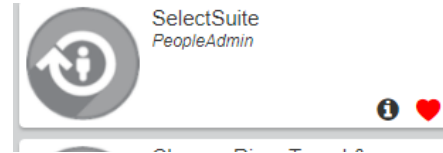
How to complete your annual Self-Evaluation (For AP employees)

Rev. 11/2/2020

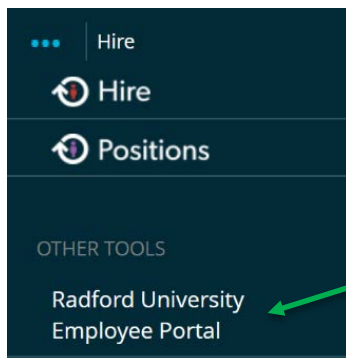
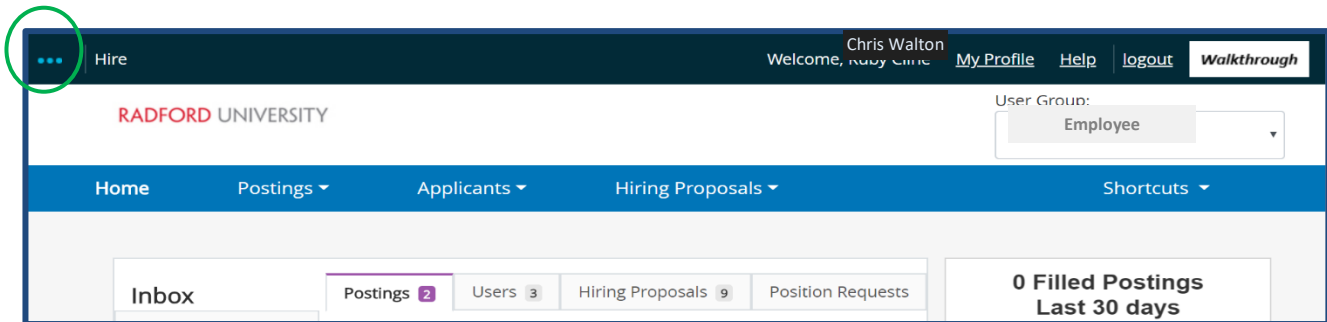
Each employee must be afforded an opportunity to provide the supervisor with a self-assessment of his or her job performance for the rating period. A supervisor must review and consider the self-assessment when completing each employee's performance evaluation.

Whether an employee chooses to complete a self-evaluation, or not to complete one, **this step must be completed by the employee so that the Evaluation can be moved to the supervisor in the system.**

1. Log into your [OneCampus](#) Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.

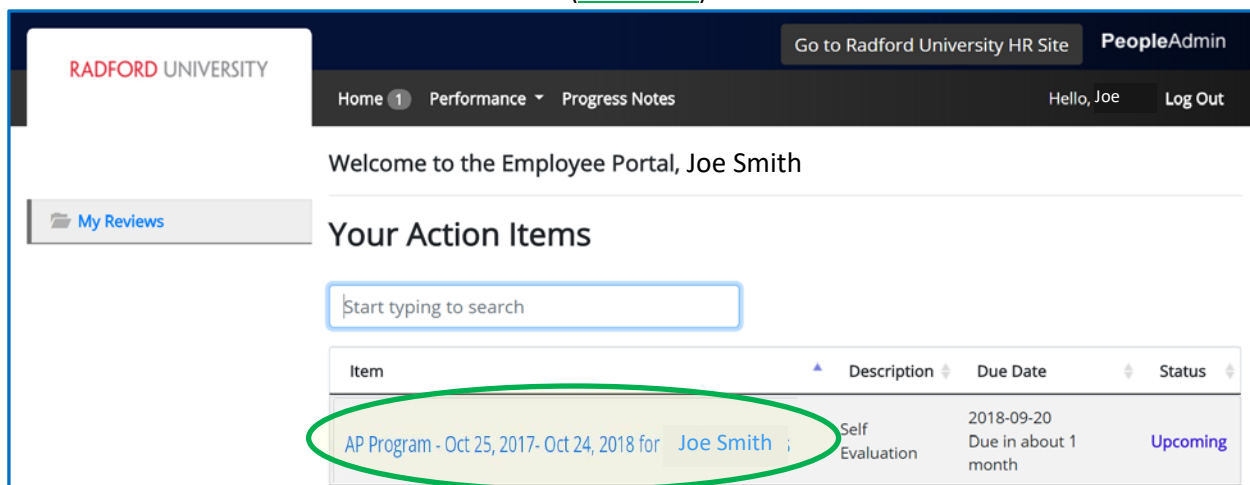


2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.



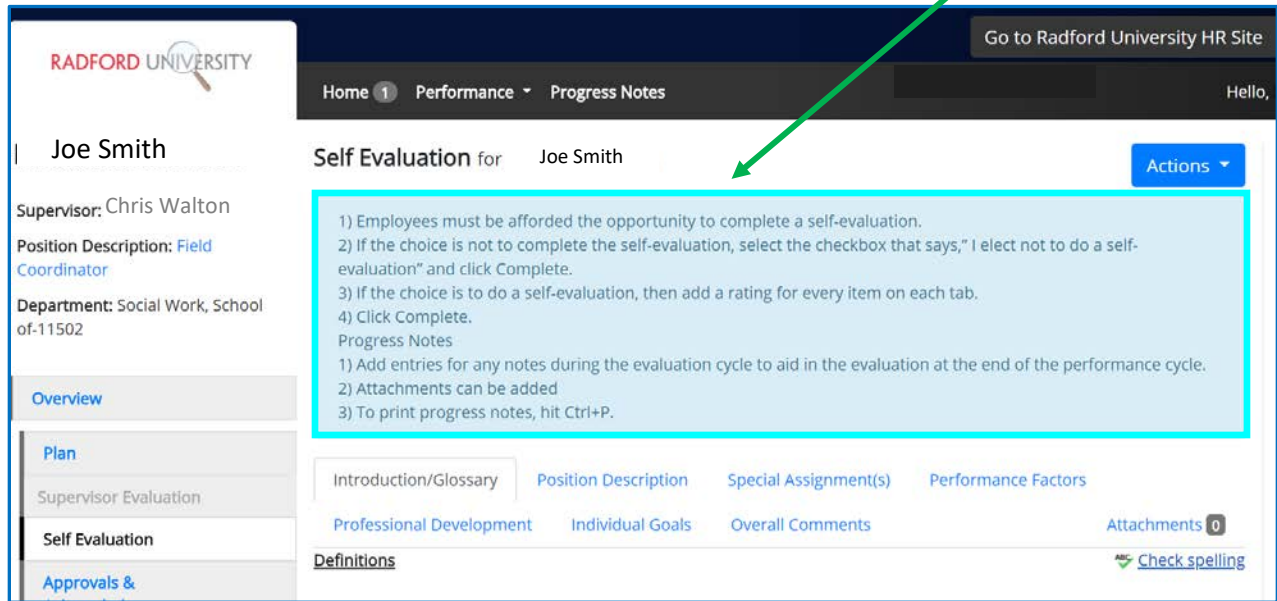
3. From this menu, select the option [Radford University Employee Portal](#)

4. As you arrive on the **Home** page of your Employee Portal, you will see your Action Items, which should include your self- evaluation. Click on the item listed in blue ([see below](#))



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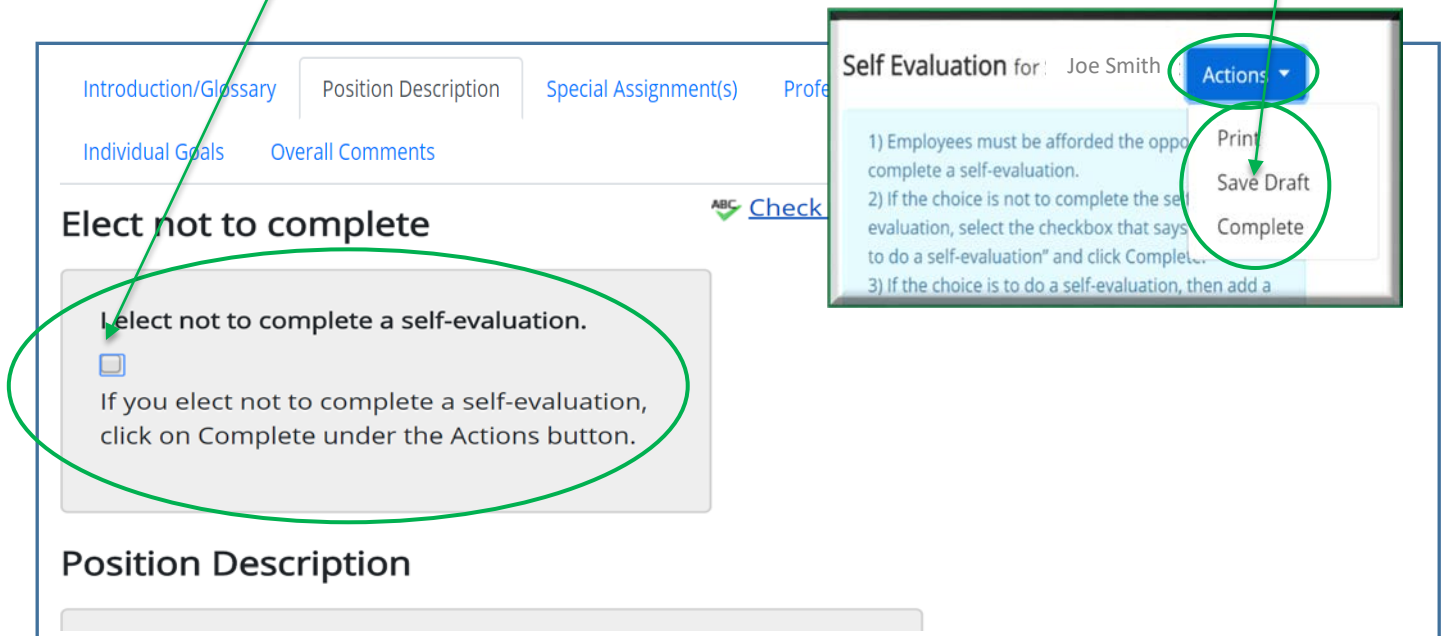
5. As you arrive on the Self-evaluation page, you will see a list of instructions listed in blue.



6. The **Position Description** tab, will present a choice as to whether you wish to complete a self-evaluation.

If your choice is **not** to complete the self-evaluation,

- a. Select the checkbox that says, " I elect not to do a self-evaluation".
- b. Then at the top right hand corner, select the **ACTIONS** button. Here you can **Save Draft** (which will hold the evaluation at this step until you select **Complete**).



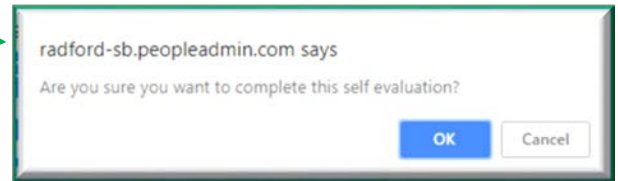
The Self Evaluation has been saved!



You should see this message at the top of the screen if you have selected **Save Draft**.

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- c. If you select **Complete**, You will see *this pop up box* at the top of the screen. If you are sure you want to continue, select **OK** and this will send the Evaluation to the next step (Supervisor Evaluation).



The Self Evaluation has been marked as complete. X

- 7. If you choose to complete a self-evaluation, then add a rating for every item on each tab. (See below)

Self Evaluation for Joe Smith [Actions]

1) Employees must be afforded the opportunity to complete a self-evaluation.
2) If the choice is not to complete the self-evaluation, select the checkbox that says, "I elect not to do a self-evaluation" and click Complete.
3) If the choice is to do a self-evaluation, then add a rating for every item on each tab.
4) Click Complete.
Progress Notes
1) Add entries for any notes during the evaluation cycle to aid in the evaluation at the end of the performance cycle.
2) Attachments can be added
3) To print progress notes, hit Ctrl+P.

Introduction/Glossary | Position Description | Special Assignment(s) | Performance Factors | Professional Development | Individual Goals | Overall Comments | Attachments | Check spelling

Position Description

Description of Job Task/Responsibility:
Field agency development, supervision and administration. Provides agencies with information regarding the curriculum of the School of Social Work, the purposes and objectives of field education, and other materials related to the requirements for field study. Implements, monitors, and evaluates field process, agency connections and contacts and s
Trains as needed contracts with

Special Assignment(s)

Duties/Responsibilities and Expectations:
Special Assignment 1
Rating: Exceeds Expectations
Comments: I work very hard to make sure the Budget Committee has all reports in a timely manner and c

Performance Factors

Name:
Leadership, Initiative & Problem Solving
Description:
- Exemplary: Takes responsibility for all aspects of job; frequently seeks out improvements or enhancements to work; brings forth new initiatives to enhance Division's mission. Exhibits creativity; inspires and energizes others. Makes effective decisions or recommendations; demonstrates an ability to understand and approach a problem from various viewpoints. Takes appropriate initiative in trying to resolve problems.
demonstrates poor judgment; rarely consults a higher authority when needed. Demonstrates little understanding of the larger issues related to the problem or concern.
Rating: Exceeds Expectations
Comments: I make an extra effort to always make sure the Students have all the resources for their projects

**NOTE AP Performance Evaluations do not require comments or a rating for the Position Description Tab.*

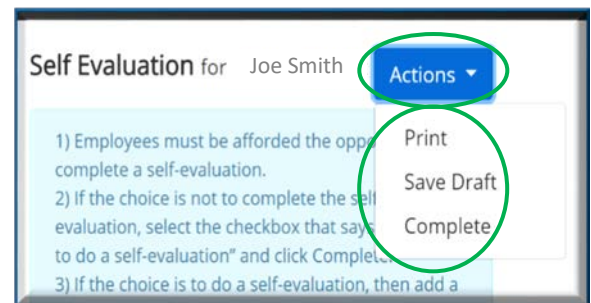
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The screenshot displays three overlapping sections of the self-evaluation form:

- Professional Development:** Includes fields for "Personal Learning Goals" (containing "Professional Development 1") and "Learning Steps/Resource Needs" (containing "Resource for Professional Development 1"). A "Comments" box contains the text: "I am a little behind on my personal for me to be able to set aside time".
- Goals:** Includes fields for "Goals" (containing "Individual Goal 5"), "Due Date", and "Rating" (a dropdown menu set to "Meets Expectations"). A "Comments" box contains the text: "I attend call outs and extra e".
- Overall Comments:** Includes an "Overall Rating" dropdown menu set to "Exceeds Expectations" and a "Comments" box containing the text: "I believe I do an good job."

8. After all of the Tabs have been completed, you may

- a. At the top right hand corner, select the **ACTIONS** button and select **Save Draft** (which will hold the self-evaluation at this step until you select Complete) or select **Complete**.

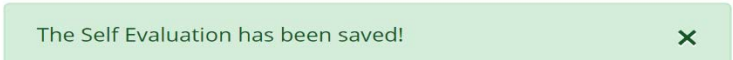


OR

- b. At the bottom left of the screen, select Save Draft (which will hold the self-evaluation at this step until you select Complete) or select Complete

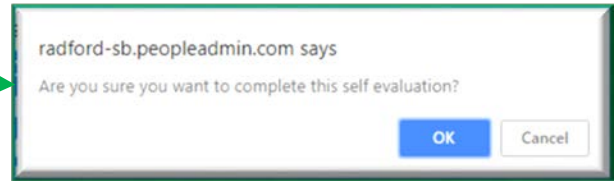


*You should see this message at the top of the screen if you have selected **Save Draft**.



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*If you select **Complete**, You will see *this pop up box* at the top of the screen. If you are sure you want to complete the self-evaluation, select OK and this will send the self-evaluation to the next step (Supervisor Evaluation).



The Self Evaluation has been marked as complete. ✕