Performance Evaluations 2017
GreatJobs Performance Evaluations

The GreatJobs system incorporates Position Descriptions, Notice of Vacancy (NOV) and Performance Evaluations.

A Position Description must first be in GreatJobs in order to create a Performance Evaluation.

The website is: https://sso.tamus.edu
Performance Evaluation Highlights

- All performance evaluations will be routed for signature online.
- At least one entry is required in the objectives/goals and development plan sections.
- System Policy requires a face-to-face performance evaluation meeting.
Performance Evaluation Highlights

- Employee and Unit/Department Head can return evaluation to Supervisor for edits if needed.

- Employees must review each section of their evaluation and move through the tabs by clicking on “Continue to next page”.

- Each performance evaluation must be routed into a completed status by May 31 each year.
4 Main Steps to Evaluation Process

1. Supervisor completes performance evaluation. Supervisor and employee meet to discuss evaluation. Supervisor submits evaluation to employee for review.

2. Employee reviews evaluation online and returns to supervisor.

3. Supervisor submits evaluation to unit/department head for final approval.

4. Unit/department head reviews and approves.
Supervisor Begins Evaluation
Supervisor Chooses Online Evaluation or Uploads Form (Storage Option)
Supervisor Completes Online, Competency-based evaluation (i.e.: non-faculty)

Choose Performance Evaluation Action to Begin

Create New Evaluation

2 Records

- Evaluation Type(s):
  - Non-faculty Performance Evaluation
    - Start Action
  - Other Performance Evaluation Forms (storage option)
    - Start Action
Text Describing the Performance Ratings – Search for Employee, PIN or Title

Non-faculty Performance Evaluation

PERFORMANCE EVALUATION RATING DESCRIPTIONS

- **Outstanding**
  Employee's job performance is exceptional in comparison to job requirements, essentials duties, and/or responsibilities and, if applicable, in comparison to other employees performing similar duties. Performance at this level consistently exceeds expectations and makes significant contributions to the mission of the unit.

- **Highly Effective**
  Employee's job performance consistently meets and frequently exceeds job requirements, essential duties, and/or responsibilities. Performance at this level is considered above average in comparison to job requirements and to others performing similar duties, when applicable.

- **Effective**
  Employee consistently meets all job requirements, essential duties, and/or responsibilities in a competent manner. This is the minimum expected level of performance for employees.

- **Needs Improvement**
  Employee meets some but not all job requirements, essential duties, and responsibilities. Guidance and/or coaching are needed for improvement.

- **Unsatisfactory**
  Employee does not meet job requirements, essential duties, and/or responsibilities for position. Immediate and significant improvement is needed.

Search Position Description on which to begin evaluation:

<table>
<thead>
<tr>
<th>Input Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee User Acct</td>
<td>Any</td>
</tr>
<tr>
<td>PIN Number</td>
<td></td>
</tr>
<tr>
<td>Position Title</td>
<td>Any</td>
</tr>
</tbody>
</table>

SEARCH  CLEAR RESULTS  CANCEL EVALUATION
The employee selected will appear then click “Start Action” link to begin evaluation
Supervisors – Click on the blue Supervisors link and read important info before beginning

SUPERVISORS: Please read before beginning the evaluation process.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Evaluation Details</th>
<th>Essential Duties and Responsibilities</th>
<th>Evaluation Factors</th>
<th>Evaluation Factors Continued</th>
<th>Supervisor Evaluation Factor</th>
<th>Performance Objectives &amp; Development</th>
<th>Attach Documents</th>
<th>Performance Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTINUE TO NEXT PAGE &gt;&gt;</td>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

**Employee User Account for Position Description**: test, test

**Employee First Name**: test

**Employee Last Name**: test

**Position Title**: Office Associate

**Evaluation Cycle**: Annual

**Evaluation Cycle Begin Date**: MM/DD/YYYY or MM-DD-YYYY

**Evaluation Cycle End Date**: MM/DD/YYYY or MM-DD-YYYY

**Date of Evaluation**: MM/DD/YYYY or MM-DD-YYYY

**Unit**: Administration

**PIN Number**: test
Enter required information marked with the red asterisk *

<table>
<thead>
<tr>
<th>Evaluation Details</th>
<th>Essential Duties and Responsibilities</th>
<th>Evaluation Factors</th>
<th>Evaluation Factors Continued</th>
<th>Supervisor Evaluation Factor</th>
<th>Performance Objectives &amp; Development</th>
<th>Attach Documents</th>
<th>Performance Summary</th>
</tr>
</thead>
</table>

*SUPERVISORS:* Please read before beginning the evaluation process.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Employee User Account for Position Description</th>
<th>test, test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee First Name</td>
<td>test</td>
</tr>
<tr>
<td>Employee Last Name</td>
<td>test</td>
</tr>
<tr>
<td>Position Title</td>
<td>Office Associate</td>
</tr>
<tr>
<td>Evaluation Cycle</td>
<td>Annual</td>
</tr>
<tr>
<td>Evaluation Cycle Begin Date</td>
<td>MM/DD/YYYY -or- MM-DD-YYYY</td>
</tr>
<tr>
<td>Evaluation Cycle End Date</td>
<td>MM/DD/YYYY -or- MM-DD-YYYY</td>
</tr>
<tr>
<td>Date of Evaluation</td>
<td>MM/DD/YYYY -or- MM-DD-YYYY</td>
</tr>
<tr>
<td>Unit</td>
<td>Administration</td>
</tr>
<tr>
<td>PIN Number</td>
<td>test</td>
</tr>
</tbody>
</table>
Continue by clicking on the next tab or clicking on the “Continue to Next Page” button.

**SUPERVISORS:** Please read before beginning the evaluation process.

*Required information is denoted with an asterisk.*

| Employee User Account for Position Description | test, test |
| Employee First Name | test |
| Employee Last Name | test |
| Position Title | Office Associate |
| Evaluation Cycle | Annual |
| Evaluation Cycle Begin Date | MM/DD/YYYY - or - MM-DD-YYYY |
| Evaluation Cycle End Date | MM/DD/YYYY - or - MM-DD-YYYY |
| Date of Evaluation | MM/DD/YYYY - or - MM-DD-YYYY |
| Unit | Administration |
| PIN Number | test |
Review of job duties taken directly from Position Description – then continue to next tab

### Create Non-faculty Performance Evaluation

The following duties are from the current position description. Changes to the position description must be made within the Position Description module in this website.

<table>
<thead>
<tr>
<th>Essential Duty</th>
<th>Description of job responsibility/duty</th>
<th>Percent of total time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Assists new employees with the new hire employment process which includes assisting them with the completion of forms, securing IINs, verifying completion of required training and online benefits enrollment.</td>
<td>5</td>
</tr>
<tr>
<td>Yes</td>
<td>Perform online background criminal history, sex offender registry, and driving record checks for new employees; create and email completion certificates to units.</td>
<td>5</td>
</tr>
<tr>
<td>No</td>
<td>Performs other related duties as needed.</td>
<td>10</td>
</tr>
<tr>
<td>Yes</td>
<td>Processes unemployment and workers' compensation claims which includes data collection; verification of records; online data entry; generating of reports; and maintaining files.</td>
<td>5</td>
</tr>
<tr>
<td>Yes</td>
<td>Provides information and appropriate forms to employment applicants, students, administrators, and employees; assists online employment applicants and departmental staff with problems encountered with the online employment process and answers questions regarding the system; scans application documents and electronically attaches the documents to online employment application files; enters and submits online position announcements to the Texas Workforce Commission’s online employment website (Work In Texas) and if applicable in HigherEdJobs.com, for available positions and changes the status of the announcements online as appropriate.</td>
<td>40</td>
</tr>
<tr>
<td>Yes</td>
<td>Reviews documents for completeness and accuracy; prepares courtesy letters for employment applicants for Ag Program departments/units; processes and maintains forms and records; enters, verifies and retrieves data via a computer; compiles information for reports and specialized studies; prepares reports on a wide variety of</td>
<td>40</td>
</tr>
</tbody>
</table>
The next 2 tabs contain the job evaluation factors (or competencies) to be rated.

Review and respond to the following evaluation factors, making specific comments in each category.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Employee First Name:</th>
<th>test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Last Name:</td>
<td>test</td>
</tr>
</tbody>
</table>

### Continuous Learning and Job Knowledge

Rate the employee’s demonstrated job knowledge. Consider factors such as:
- time in the position
- extent to which efforts are made to stay up-to-date
- extent to which employee is consulted by others on technical matters

- No Response
- Outstanding
- Highly Effective
- Effective
- Needs Improvement
- Unsatisfactory

Rate the employee’s job performance. Consider factors such as:
- use of resources and technology
- initiative to seek feedback and development opportunities to improve performance

- No Response
- Outstanding
- Highly Effective
- Effective
If the employee is also a supervisor, complete the supervisor evaluation factor.

**Supervisors - Managing and Supervising People (if applicable)**

<table>
<thead>
<tr>
<th>Provides timely direction and gains employee commitment</th>
<th>No Response</th>
<th>Outstanding</th>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains open communications and solicits feedback from subordinates as appropriate</td>
<td>No Response</td>
<td>Outstanding</td>
<td>Highly Effective</td>
<td>Effective</td>
<td>Needs Improvement</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>
Performance Objectives and Goals

- List objectives and goals which, when met, will enhance job performance and/or assist the employee in successfully accomplishing job responsibilities.

- Multiple objectives and goals can be entered, edited, viewed and deleted.
Development Plan

- Outline a plan for development covering specific on-the-job training needs, training and development courses, self-development and other approaches which will help the employee in accomplishing his/her job responsibilities and in meeting objectives agreed in above. Include specific timetables for development actions and/or corrective actions as applicable.
Performance Objectives & Development

- This section requires at least one entry under Objectives and Goals and at least one entry under Development Plan.

- If performance objectives/goals and a development plan are provided as separate documents, add an entry stating "document attached on next tab" and attach them on the next tab.
Writing Objectives and Development Plan

- Employees can write their own goals and objectives and bring them to the evaluation meeting.

- Resources for Writing Performance Objectives and Employment Development Plans can be found on the HR Performance Management page: [http://agrilifeas.tamu.edu/hr/supervisor-toolkit/performance-management/](http://agrilifeas.tamu.edu/hr/supervisor-toolkit/performance-management/)
THIS SECTION REQUIRES AN ENTRY!

Add objectives & goals and a development plan and click Add Entry.

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page".
Performance Objectives & Development

The entry has been added.

THIS SECTION REQUIRES AN ENTRY!

Add objectives & goals and a development plan and click Add Entry.

To Add A New Entry: Click the Add New Entry button.
To Edit An Entry: Click the Edit link for the specific entry.
To View An Entry: Click the View link for the specific entry.
To Delete An Entry: Click the Delete link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page".

Existing Entries

1 Record

<table>
<thead>
<tr>
<th>Objectives and Goals</th>
<th>Development Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective One is to</td>
<td>Development Plan is</td>
</tr>
<tr>
<td>View</td>
<td>Edit</td>
</tr>
<tr>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

ADD NEW ENTRY

CONTINUE TO NEXT PAGE >>
## Attach Documents

To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

### 3 Records

<table>
<thead>
<tr>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach</td>
<td>Document 1</td>
<td>Not Attached</td>
</tr>
<tr>
<td>Attach</td>
<td>Document 2</td>
<td>Not Attached</td>
</tr>
<tr>
<td>Attach</td>
<td>Document 3</td>
<td>Not Attached</td>
</tr>
</tbody>
</table>

[<< RETURN TO PREVIOUS]  [CONTINUE TO NEXT PAGE]  [SAVE AND STAY ON THIS PAGE]

[CANCEL]  [PREVIEW EVALUATION]
Attach Documents

To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

Return to Previous

Please choose one of the following methods to associate a document.

**Upload a new document:**
Browse below to select a document to associate.

File: [Browse]

ATTACH

**Paste a new document:**
Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

ATTACH

Return to Previous

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>
Performance Summary Tab

On the Performance Summary Tab there is a box for Additional Evaluator Comments:
Performance Summary Tab

The next section is the Performance Summary and the overall rating for the employee and is a required field:
Performance Summary Tab

Employee Comments
- Employee Comments. Supporting documents can be attached.

I confirm that I am current on all required training as identified by System Policy 33.05 Employee Training and System Regulation 33.05.02 Required Employee Training, as of the date of this evaluation.

Employee Acknowledgement
I acknowledge that this performance evaluation was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. The job duties as stated in my current Position Description were reviewed by me and my supervisor. I understand that my signature does not necessarily indicate my concurrence with the evaluation results and that I am entitled to review my performance evaluation bearing all the required electronic signatures. It is my understanding that a record of these results will be maintained in accordance with the current records retention schedule.

Choosing "Send Evaluation to Supervisor" on the following page confirms acknowledgement shown above.

Unit Head or Other Administrator Comments
- Unit Head or other applicable administrator comments. Supporting documents can be attached.
### Notes/History Tab

<table>
<thead>
<tr>
<th>History</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-04-2010 10:13 AM</td>
<td>Joy Bading</td>
</tr>
<tr>
<td>Saved Not Submitted</td>
<td></td>
</tr>
<tr>
<td>View Summary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-04-2010 10:14 AM</td>
<td>Joy Bading</td>
</tr>
<tr>
<td>Saved Not Submitted</td>
<td></td>
</tr>
<tr>
<td>View Summary</td>
<td></td>
</tr>
</tbody>
</table>
Evaluation Status: Save vs. Send?
Evaluation has been submitted for employee’s review

View Pending Evaluations

✓ The status of Evaluation has successfully been changed to *Sent for Employee Signature.*

<table>
<thead>
<tr>
<th>Active Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Record</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Office Associate</td>
</tr>
</tbody>
</table>
Employee will receive an e-mail when the evaluation has been sent to them:

A performance evaluation has been submitted for your review.

1. Login to GreatJobs at [https://sso.tamus.edu/](https://sso.tamus.edu/)
2. Change your user type to "Employee" if necessary
3. Click “Pending Evaluations”
4. “View” the performance evaluation.
5. Continue through the tabs.
6. Click appropriate selection to send the evaluation to supervisor.
Employee Selects Pending Evaluations

- Welcome Joy Bading. You are logged in.
- Your Current Group: Employee.

View Pending Evaluations

No Results Found
Employee Selects View

View Pending Evaluations

<table>
<thead>
<tr>
<th>Title</th>
<th>ADLOC</th>
<th>Employee Name</th>
<th>Status</th>
<th>Last Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Associate</td>
<td>05</td>
<td>test, test</td>
<td>Sent for Employee Signature</td>
<td>03-04-2010</td>
</tr>
</tbody>
</table>

Welcome Joy Bading. You are logged in as test test.
Your Current Group: Employee.

Thursday, March 4, 2010
Employee must review each page
To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

<table>
<thead>
<tr>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
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<tbody>
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<tr>
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<td>Document 2</td>
<td>Not Attached</td>
</tr>
<tr>
<td>Attach</td>
<td>Document 3</td>
<td>Not Attached</td>
</tr>
</tbody>
</table>
Employee Performance Summary

Employee First Name: test
Employee Last Name: test

Additional Evaluator Comments
List any additional observations or concerns which were not addressed in prior tabs. This section can be used to acknowledge and document especially noteworthy accomplishments as well as to point out areas requiring improvement or where performance is unacceptable. Provide a statement concerning what is needed to bring performance to acceptable level.

asdf

Performance Summary
Evaluate employee on the described job responsibilities based on preceding comments and ratings. Consider both strengths and limitations and the employee's overall success in fulfilling position responsibilities.

Outstanding

Employee Comments
Employee Comments. Supporting documents can be attached.

I confirm that I am current on all required training as identified by System Policy 33.03 Employee Training and System Regulation 33.05.02 Required Employee Training, as of the date of this evaluation.

No Response
Employee Acknowledgement

I acknowledge that this performance evaluation was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. The job duties as stated in my current Position Description were reviewed by me and my supervisor. I understand that my signature does not necessarily indicate my concurrence with the evaluation results and that I am entitled to review my performance evaluation bearing all the required electronic signatures. It is my understanding that a record of these results will be maintained in accordance with the current records retention schedule.

Choosing “Send Evaluation to Supervisor” on the following page confirms acknowledgement shown above.

Unit Head or Other Administrator Comments

Unit Head or other applicable administrator comments. Supporting documents can be attached.

*Required information is denoted with an asterisk.
Employee has two choices now:
Supervisor Receives E-mail

If employee returns for editing, the employee should contact the supervisor to discuss what changes are requested. The supervisor will receive an email that states:

Last Name, First Name has returned a performance evaluation to you for editing.
1. Login at https://sso.tamus.edu
2. Change your user type to "Supervisor" if necessary
3. Select "Pending Evaluations"
4. “View” the appropriate evaluation
5. Move through the tabs making changes as appropriate
6. Select "Send for employee signature"
Supervisor Receives E-mail

If employee sends to supervisor with no request for edits, the supervisor will receive an email that states:

Last Name, First Name has returned a performance evaluation for your review.
1. Login at https://sso.tamu.edu
2. Change your user type to "Supervisor" if necessary
3. Select "Pending Evaluations"
4. “View” the appropriate evaluation
5. Continue through the tabs.
6. Select “Send to Unit/Department Head”
Supervisor selects Pending Evaluations
Supervisor selects evaluation that has been returned by employee

### View Pending Evaluations

#### Active Evaluations

<table>
<thead>
<tr>
<th>Title</th>
<th>ADLOC</th>
<th>Employee Name</th>
<th>Status</th>
<th>Last Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Associate</td>
<td>06</td>
<td>test, test</td>
<td>Employee Reviewed and Returned Evaluation to Supervisor</td>
<td>03-05-2010</td>
</tr>
</tbody>
</table>
Click Continue to Next Page button to go through all tabs to review evaluation.
Click “Attach Documents” Tab

View Non-faculty Performance Evaluation

To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

3 Records

<table>
<thead>
<tr>
<th>Attach / Remove</th>
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<th>Attached Document</th>
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<tr>
<td></td>
<td>Document 2</td>
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</tr>
<tr>
<td></td>
<td>Document 3</td>
<td>Not Attached</td>
</tr>
</tbody>
</table>

<< RETURN TO PREVIOUS  CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE
Click “Performance Summary” Tab

<table>
<thead>
<tr>
<th>Evaluation Details</th>
<th>Essential Duties and Responsibilities</th>
<th>Evaluation Factors</th>
<th>Evaluation Factors Continued</th>
<th>Supervisor Evaluation Factor</th>
<th>Performance Objectives &amp; Development</th>
<th>Attach</th>
<th>Documents</th>
<th>Performance Summary</th>
<th>Notes/History</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&lt; RETURN TO PREVIOUS &gt;&gt;</td>
<td>CONTINUE TO NEXT PAGE &gt;&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Employee First Name:</th>
<th>test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Last Name:</td>
<td>test</td>
</tr>
</tbody>
</table>

**Additional Evaluator Comments**

List any additional observations or concerns which were not addressed in prior tab. This section can be used to acknowledge and document especially noteworthy accomplishments as well as to point out areas requiring improvement or where performance is unacceptable. Provide a statement concerning what is needed to bring performance to acceptable level.

| asdfsa |

**Performance Summary**

Evaluate employee on the described job responsibilities based on preceding comments and ratings. Consider both strengths and limitations and the employee's overall success in fulfilling position responsibilities.

| Outstanding |

**Employee Comments**

Employee Comments. Supporting documents can be attached.

| No comment |

I confirm that I am current on all required training as identified by System Policy 33.05 Employee Training and System Policy 33.05.06.01.

| Yes |
Supervisor Sends to Unit/Dept Head
Unit/Department Head Receives E-mail

Last Name, First Name has submitted a performance evaluation for your review.

1. Login at https://sso.tamus.edu
2. Change your user type to "Unit/Dept Head" if necessary
3. Select "Pending Evaluations"
4. “View” the appropriate evaluation
5. Continue through the tabs
6. Complete/Finalize the evaluation
Unit/Dept Head Selects Pending Evaluations
Unit/Dept Head Chooses Evaluation to be Reviewed

<table>
<thead>
<tr>
<th>Title</th>
<th>ADLOC</th>
<th>Employee Name</th>
<th>Status</th>
<th>Last Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Associate</td>
<td>06</td>
<td>test, test</td>
<td>Sent to Unit Head</td>
<td>03-05-2010</td>
</tr>
</tbody>
</table>
Unit/Dept Head goes through each page
Continue through Tabs to Performance Summary Tab – Scroll to Bottom of Page
Unit/Dept Head Has Two Choices

View Non-faculty Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click **Continue**. To edit or add comments, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

**Edit**

**Evaluation Status**

- [ ] Save
- [ ] Evaluation Complete
- [ ] Send Evaluation to Supervisor for Edits

**Evaluation Details**

- Employee User Account for Position Description: test, test
- Employee First Name: test
- Employee Last Name: test
- Position Title: Office Associate
- Evaluation Cycle: Annual
- Evaluation Cycle Begin Date: 01/01/2011
- Evaluation Cycle End Date: 12/31/2011
- Date of Evaluation: 01/01/2012
- Unit: Administration
Employee and Supervisor receive email indicating that the Unit/Dept Head has finalized the evaluation.

The performance evaluation for Last Name, First Name has been finalized. Please login at https://sso.tamus.edu and select "Historical Evaluations" to view the performance evaluation.