This **Quick Start** provides basic instruction completing your **Annual Review** in PeopleSoft.

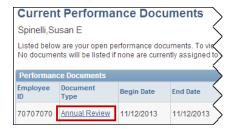|	You…		Your Manager…
1	• Recommend reviewers to provide feedback on your performance	**2**	• Submits requests to reviewers to provide feedback on your performance
3	• Complete the **Self-Evaluation Document**.	**4**	• Reviews your **Self Evaluation Document** and any additional feedback from other reviewers. • Enters comments into the **Manager's Document**. • Shares the **Manager's Document** with you. *Note: Your manager may share the document before you meet or during your one-on-one meeting.*
5	• Review the **Manager's Document** and edit your comments, if applicable. • Meet with your manager to review the **Manager's Document**.	**6**	• Meets with you, then may enter additional comments. • Marks the **Manager's Document** to confirm that you have met.
7	• Acknowledge the **Manager's Document**.	**8**	• Sets the **Manager's Document** to Complete. The Document becomes view-only.

Step 1: Recommend Reviewers to Provide Feedback

1. Click My Current Documents in the *Quick Links – Self Service* menu.
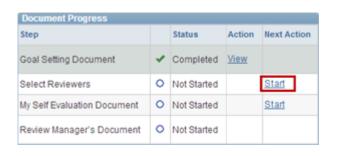

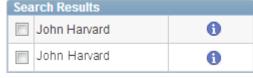2. In the *Current Performance Documents* page, click Annual Review.

3. Click Start next to *Select Reviewers* to recommend 4 types of reviewers: Direct Reports (if you are a manager), Peers/Colleagues, Additional Direct Supervisors, and Faculty

   Note: You can only recommend reviewers. Your manager will submit the review request(s).

4. For each reviewer request:
   - Click ➕, enter the **Last Name** and **First Name** in the Search Criteria, then click Search .
   - When you finished entering all reviewers, click Save .

More than One Name in the Search Results?

Click ⓘ next to a name to review the employee's department and office location to help determine which employee to select.

Step 2: Complete Your Self-Assessment

1. From the Document Details page, click Start next to *My Self Evaluation Document*.

2. Provide comments and ratings (if applicable) on each of the following:
   a. **Job and Performance Goals**
   b. **Professional Growth and Development Goals**
   c. **Core Competencies**
   d. **Additional Competencies**

Helpful links and buttons:

Click to review the rating definitions.

Writing Tools Click to include any notes you added in the **Performance Notes** page.

Click to spell-check a section.

3. Add your summary comments to the **Overall Summary** section.
4. Click Save at the top or bottom of the document.
5. When finished, click Complete. Click Complete again, then OK.

An e-mail is sent informing your manager your self-evaluation is ready for review.

Step 3: Review the Manager's Document

1. From the Document Details page, click View next to *Review Manager's Document*.
2. Review the **Manager's Document**.

3. Edit the **Employee Comments**, if applicable.
4. Click Save, then notify your manager that you are ready to meet.

Step 4: Meet with Your Manager

1. Meet with your manager to review the **Manager's Document**.
2. Your manager will mark the document to confirm that you have met.

Step 5: Acknowledge the Manager's Document *(You will receive an email request to acknowledge it.)*

1. From the Document Details page, click View or Acknowledge next to *Review Manager's Document*

2. Review and edit the **Employee Comments**, if applicable.

3. Click [Acknowledge Review] at the top or bottom of the document, then [OK].

Your manager will mark the document as complete. *Your will receive an email notification.* You can view your completed documents by navigating to Quick Links>Performance Management>My Historical Documents folder in Self Service.

Need More Help?

- Review the detailed work instruction: **Employee: Completing Your Annual Review**.
- Take the online course: **Employee: Completing Your Annual Review**.

If you still have questions after reviewing the additional information, contact your local HR office.