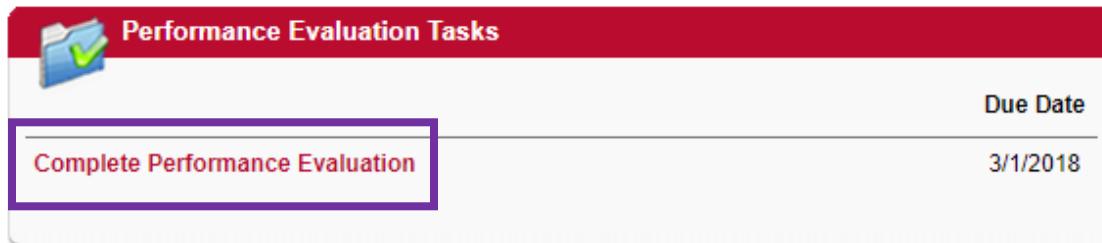
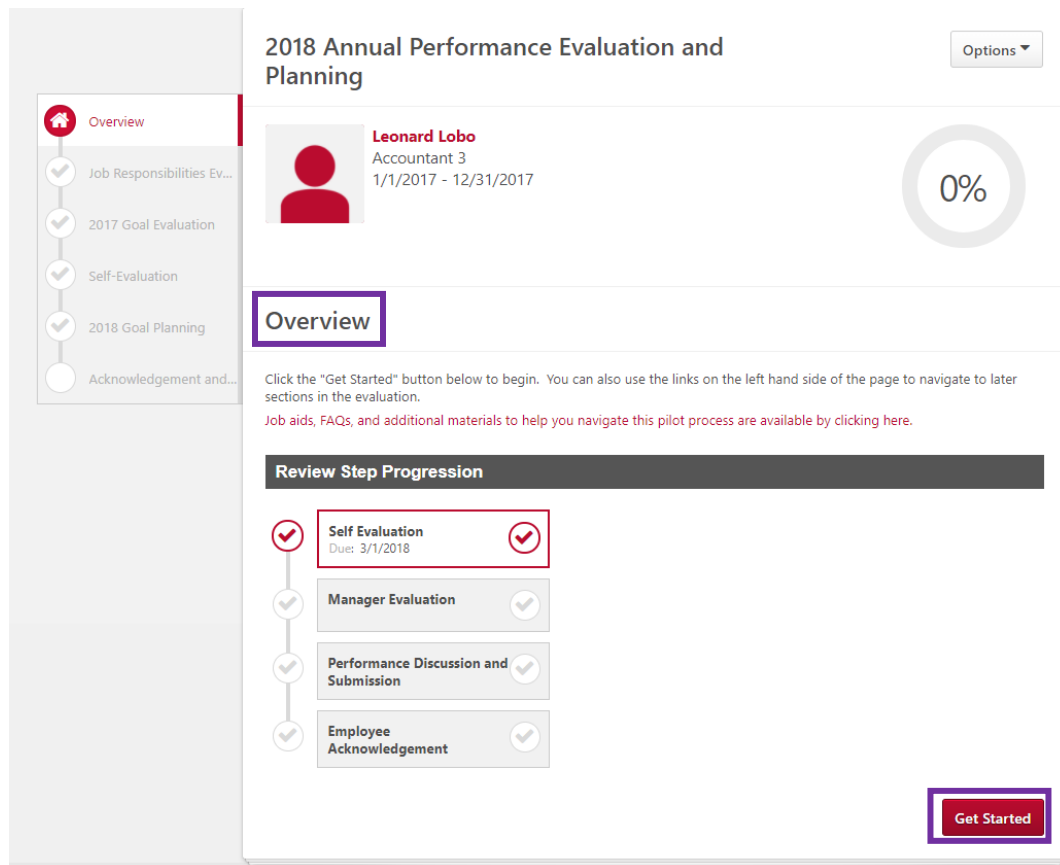


Completing Your Self-Evaluation

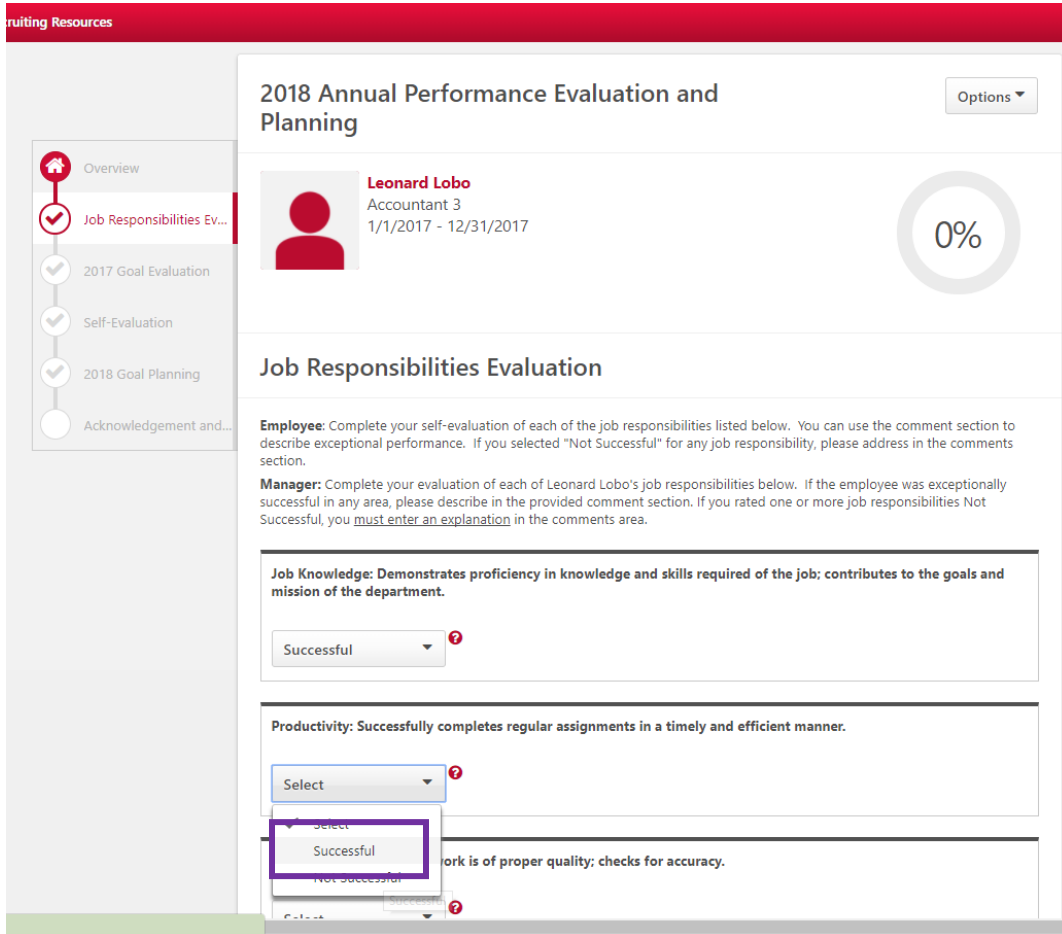
- ❑ You'll begin from the UNMJobs welcome page. If you need help to get there, please access this [job aid](#).
- ❑ In the middle of the screen, you'll see a box titled 'Performance Evaluation Tasks'. Click on 'Complete Performance Evaluation'.



- ❑ On the overview page, click 'Get Started'.

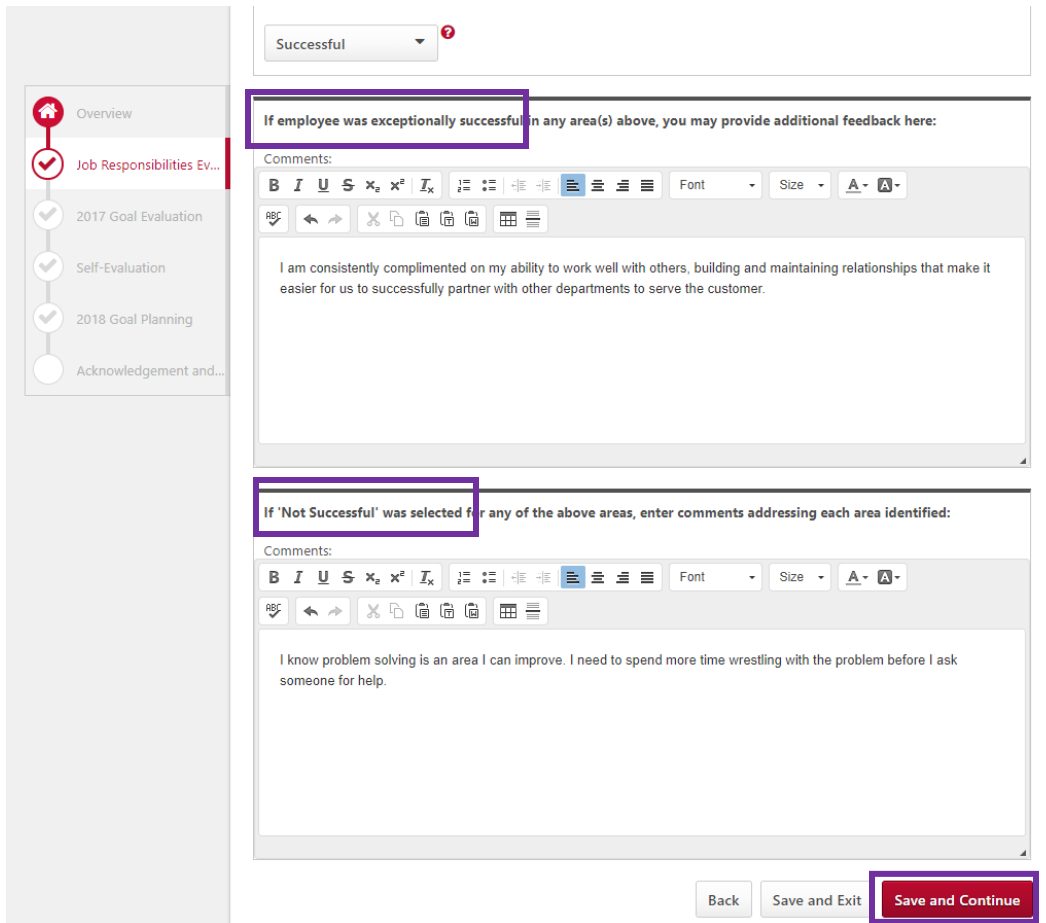


- ❑ Complete your self-evaluation by selecting ‘Successful’ or ‘Not Successful’ for each of the job responsibilities listed on this page.



The screenshot shows a web application interface for performance evaluation. At the top, there is a red header with the text "Hiring Resources". Below this, the main title is "2018 Annual Performance Evaluation and Planning" with an "Options" dropdown menu to the right. A sidebar on the left contains a navigation menu with items: "Overview", "Job Responsibilities Ev..." (highlighted with a red checkmark), "2017 Goal Evaluation", "Self-Evaluation", "2018 Goal Planning", and "Acknowledgement and...". The main content area features a profile card for "Leonard Lobo", an Accountant 3, with a period from 1/1/2017 to 12/31/2017. To the right of the profile is a circular progress indicator showing "0%". Below the profile is the "Job Responsibilities Evaluation" section. It includes instructions for both the employee and the manager. The first job responsibility is "Job Knowledge: Demonstrates proficiency in knowledge and skills required of the job; contributes to the goals and mission of the department." Below this is a dropdown menu currently set to "Successful". The second job responsibility is "Productivity: Successfully completes regular assignments in a timely and efficient manner." Below this is a dropdown menu currently set to "Select". A third job responsibility is partially visible: "ork is of proper quality; checks for accuracy." Below this is another dropdown menu currently set to "Select". A purple box highlights the "Successful" option in the second dropdown menu.


- ❑ You can use the first comment box to describe exceptional performance. If you select ‘Not Successful’ for any job responsibility, please address in the second comment box. Once you’ve entered your comments, click ‘Save and Continue’ to move on to the goals evaluation section.




- ❑ Complete your self-evaluation by selecting ‘Exceptional’, ‘Successful’, ‘Not Successful’ or ‘Deferred or In Progress’ for each of the goals. You can enter comments about your performance in the comments box. After you’ve completed rating each of your goals, click ‘Save and Continue’ to move on to the overall self-evaluation section.
- ❑ **Tip:** If you do not see your goals listed, or if they are incomplete/incorrect, choose “Save and Exit” and proceed to edit your goals according to the [directions in this job aid](#).

2018 Annual Performance Evaluation and Planning Options ▾

- 🏠 Overview
- ✓ Job Responsibilities Ev...
- ✓ 2017 Goal Evaluation
- ✓ Self-Evaluation
- ✓ 2018 Goal Planning
- Acknowledgement and...



Leonard Lobo
Accountant 3
1/1/2017 - 12/31/2017



2017 Goal Evaluation

Employee: Complete your self-evaluation of each of the goals listed below. You are required to select a drop-down rating for each goal. You can use the comment section to describe how goals were accomplished.

Manager: Complete your evaluation of each of Leonard Lobo's goals below. You can also enter comments to more fully explain your ratings. If you rated one or more goals Not Successful, you must enter an explanation in the comments area.

If the list of goals below is incomplete or any of the goals require modification, please choose "save and exit" and [edit your goals according to these instructions](#).

2017 Goal #1 ▾

This is a sample goal description for 2017.

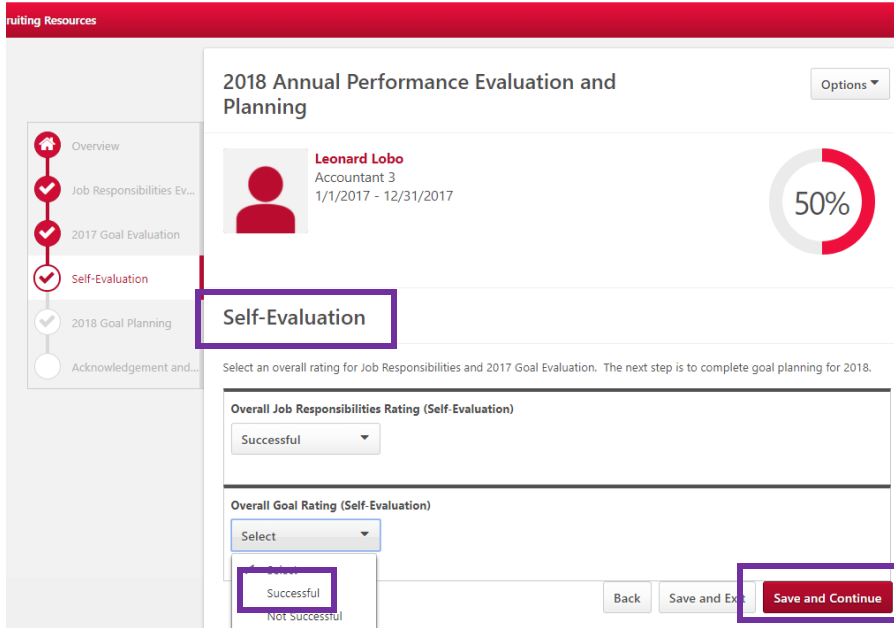
Status: On Track
Start Date: 1/1/2017
Due Date: 12/31/2017

more...

Select ?

- ✓ Select
- Exceptional
- Successful
- Not Successful
- Deferred/In Progress

- ❑ On this page, you'll select a self-evaluation rating for your overall performance on your Job Responsibilities and on your Goals. Once you've made your selections, click 'Save and Continue' to move on to the 2018 goal planning section.



2018 Annual Performance Evaluation and Planning

Leonard Lobo
Accountant 3
1/1/2017 - 12/31/2017

50%

Self-Evaluation

Select an overall rating for Job Responsibilities and 2017 Goal Evaluation. The next step is to complete goal planning for 2018.

Overall Job Responsibilities Rating (Self-Evaluation)
Successful

Overall Goal Rating (Self-Evaluation)
Select

Successful
Not successful

Back Save and Exit **Save and Continue**

- ❑ You'll use this section to develop and propose your goals for 2018. Your manager will review and discuss them with you during your performance discussion. Consider using SMART goals (Specific, Measureable, Achievable, Results-Focused, and Time-Bound). Click 'Add Goals' to get started.



2018 Annual Performance Evaluation and Planning

Leonard Lobo
Accountant 3
1/1/2017 - 12/31/2017

75%

2018 Goal Planning **Add Goals**

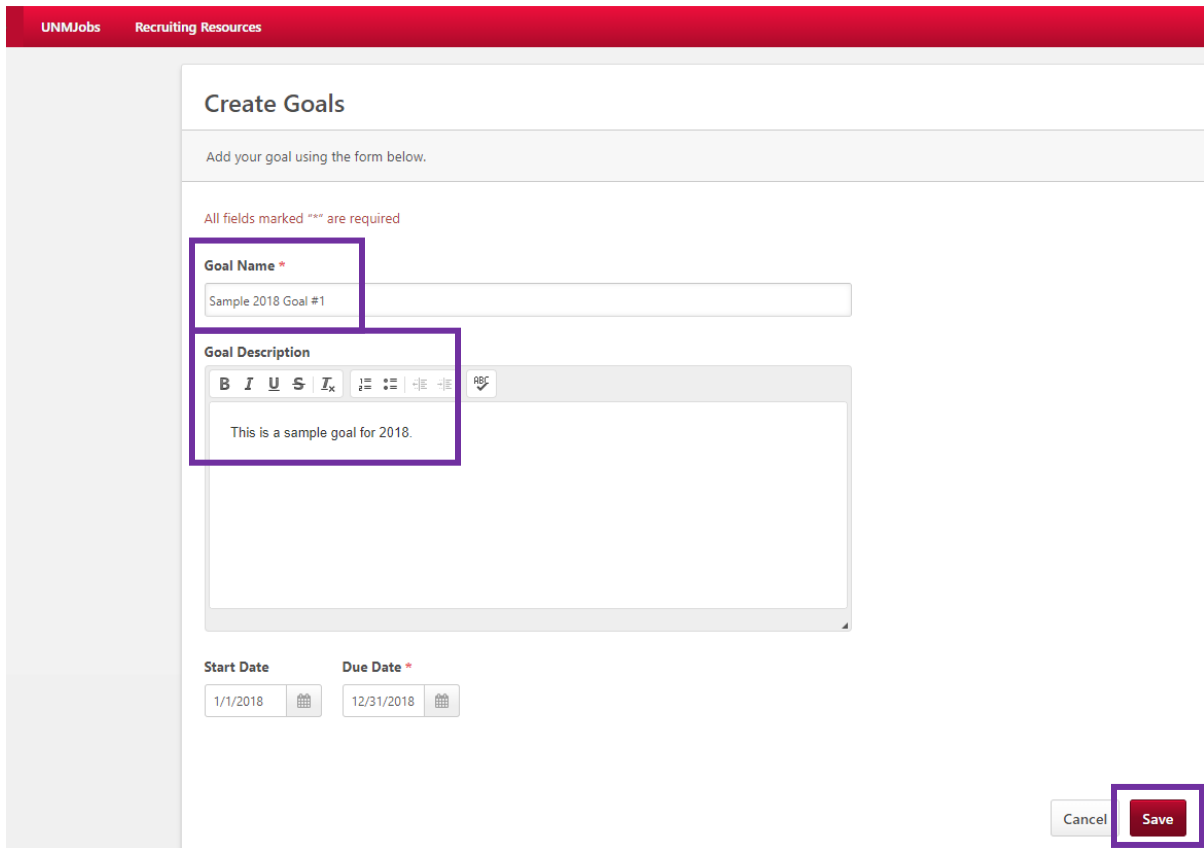
Employee: Use this section to develop and propose your goals for 2018. Your manager will review and discuss these with you during your performance discussion.

Manager: Review the goals that Leonard Lobo has submitted for 2018 below. You may edit, add, or delete goals as needed. Once complete, click submit to prepare for the next step in the evaluation process, the performance discussion.

Consider using SMART goals (Specific, Measurable, Achievable, Results-focused, and Time-bound), and include objectives and measures for the employee to meet his/her goals. [Download our goal planning tips by clicking here.](#)

Back Save and Exit **Submit**

- ❑ Enter a name for your goal (for example, ‘Sample 2018 Goal #1’), then enter a goal description (for example, ‘This is a sample goal for 2018’). Click ‘Save’ once you’ve entered your information for each goal. Repeat this process by clicking ‘Add Goal’ until you have entered all your 2018 goals.



UNMJobs Recruiting Resources

Create Goals

Add your goal using the form below.

All fields marked "*" are required

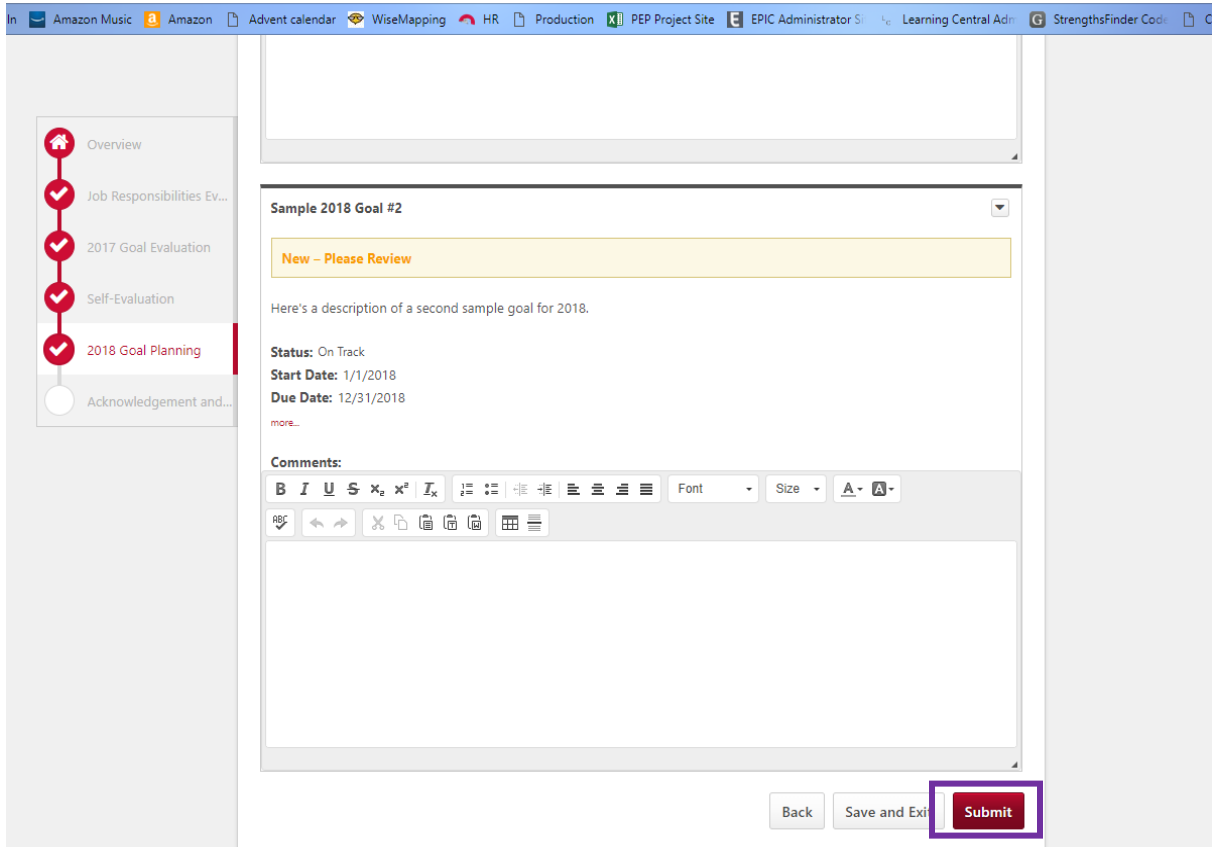
Goal Name *
Sample 2018 Goal #1

Goal Description
This is a sample goal for 2018.

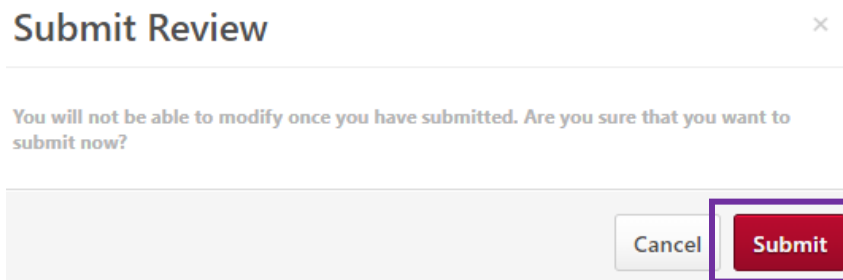
Start Date 1/1/2018 **Due Date *** 12/31/2018

Cancel Save

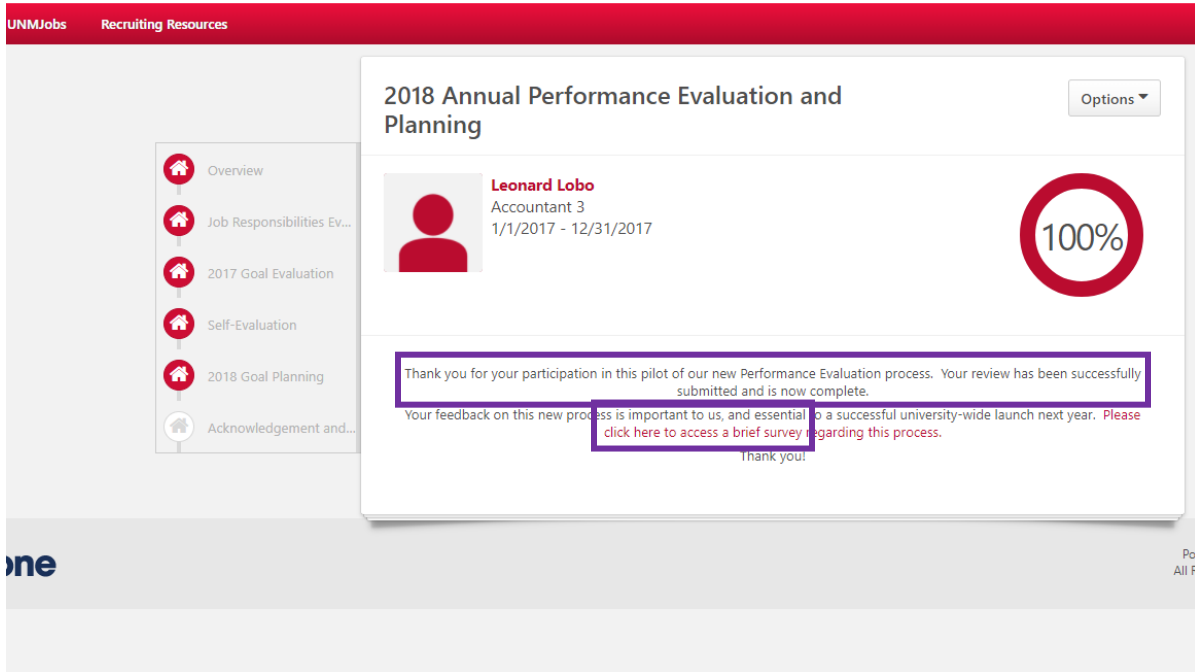
- ❑ You’ll have an opportunity to review your goals before submitting them. Once you’re confident that your goals are entered correctly, click ‘Submit’.



- ☐ After you click ‘Submit’, you’ll see the following confirmation screen. Click ‘Submit’ again.



- ☐ You’ll know you have completed the process successfully when you see the following screen. We’d very much appreciate if you select the link to our short survey, which will help us understand your experience with this online process and determine where we can change things for the better.



- ☐ The next step in the process occurs when your manager sets up a time to have a discussion about your performance. If you have questions about that meeting and what will be discussed, please contact your manager directly.

If you have followed these directions but are still experiencing difficulty with the process, please contact the [HRIT Help Desk](#).