Employee Self-Evaluation Steps

1. Login to dash.tennessee.edu
2. Select the **Employee Self-Service, Finance, Human Resources, Facilities** tile
3. Under the **Me** tab, Select the **Career and Performance** icon
4. Select the **Performance** tile
5. Select the **Review Period** field dropdown, elect the current **Annual Staff Review Cycle Year**
6. Click the **Staff Annual Performance Evaluation** link
7. Click the **Evaluate** button
8. For each Key Element, select an **Employee Rating** from the drop-down menu
9. For each Key Element, enter a statement supporting why you made that selection in **Employee Comments**
10. Once fully answered, **Save and Close**
11. Provide any supporting documentation of performance by clicking **Add** in the Attachments block
12. Click **Edit** in Overall Summary block
13. Write a statement in **Employee Comments** that summarizes your overall Employee Rating
14. Click **Save**
15. Click **Submit**

Employee Evaluation Steps

16. In the Bell icon (Notifications), or in the "Things to Finish" section, click **Staff Performance Annual Evaluation is ready to view**
17. Review any comments in the notification
18. Click **Go to performance document: Staff Annual Performance Evaluation**
19. Review the **Overall Summary** and **Comments**
20. Click **View** and review your performance evaluation

Managers are expected to release the performance document to you at least 24 hours prior to your meeting. Meet with your manager to discuss the current position

description, past year's performance and future goals. After your meeting with your manager:

21. In the Bell icon (Notifications), or in the "Things to Finish" section, click open the notification
22. Navigate back to the annual performance document
23. Click the button acknowledging the meeting