Employee Self-Evaluation Steps

1. Login to dash.tennessee.edu
2. Select the **Employee Self-Service….** tile
3. Under the **Me** tab, Select the **Career and Performance** icon
4. Select the **Performance** tile
5. Click **Performance Documents**
6. Click the **Staff Annual Performance Evaluation** link
7. If goals have been entered for the review period these will be displayed in the Staff Performance Goals section.
   a. You can update goal progress using the **Update your goals** box
8. To begin the self-evaluation, scroll down to **Key Elements**. Click each key element bar to open
9. **Select a rating** and **enter a comment** for each key element
10. Click **Save and Next** as you complete each section
11. Click **Summary** to enter your Overall Comments
12. Click **Save and Close**
13. Provide any supporting documentation of performance by using the Drag and Drop box under the Attachments section
14. Click **Submit**

Employee Evaluation Steps – After Your Manager has completed your evaluation

1. In the Bell icon (Notifications), or in the "Things to Finish" section, click **Staff Performance Annual Evaluation is ready to view**
2. Review any comments in the notification
3. Click **Go to performance document: Staff Annual Performance Evaluation**
4. Review the **Overall Summary** and **Comments**
5. 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:

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