



## Manager Evaluation Steps

Note: Employee begins the process with a self-evaluation

1. Login to [dash.tennessee.edu](https://dash.tennessee.edu)
2. Select the **Employee Self-Service, Finance, Human Resources, Facilities** tile.
3. In the Bell icon (Notifications), or in the “Things to Finish” section, select **Self Evaluation for...** notification
  - a. To see all employees’ Performance Documents that report to you, select the My Team tab
  - b. Click the **Performance** icon
  - c. Select "x" to **Clear all filters**
  - d. Set **Review Period** to the current cycle
  - e. Staff list will appear
4. Select the **Staff Annual Performance Evaluation** for the employee
5. Review the employee's overall rating and comments
6. If goals have been entered for the review period these will be displayed in the Staff Performance Goals section.
7. To begin the evaluation, scroll down to **Key Elements**. Click each key element bar to open
8. **Select a rating and enter a comment for each key element**
9. Click **Save and Next** as you complete each section
10. Click Summary to enter your Overall Manager Comments
11. Click **Save and Close**
12. Click open the **Additional info** bar
13. Answer the listed questions
14. Click **Save and Close**
15. Provide any supporting documentation of performance by using the Drag and Drop box under the Attachments section
16. Click **Submit**

## Annual Performance Review Process

Once you receive notification the Manager's Manager approval is received, return to the employee's performance document:

- a. From DASH homepage, select the My Team tab
- b. Click the **Performance** icon
- c. Select the **Review Period** field dropdown, elect the current Annual Staff Review Cycle Year
- d. Staff list will appear
- e. Select the **Staff Annual Performance Evaluation** for the employee

17. Click **Share and Release**

18. Enter any comments for the employee

19. Click **Submit**

Provide the performance document at least 24 hours prior to the meeting between you and the employee. After the meeting has taken place:

20. Return to the employee's performance document

21. Click **Indicate Meeting Held**

22. Enter **Meeting Held Date**

23. Enter notes from meeting in **Comments**

24. Click **Submit**