

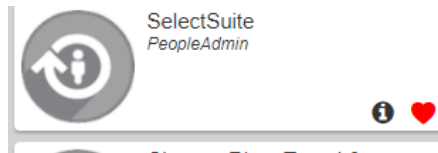
How to complete your annual Self-Evaluation (For Classified employees)

Rev. 11/2/2020

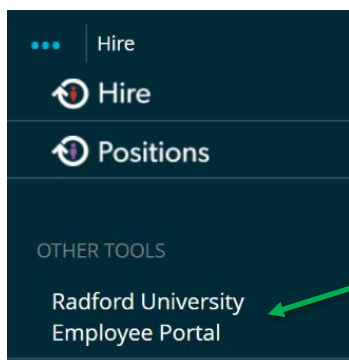
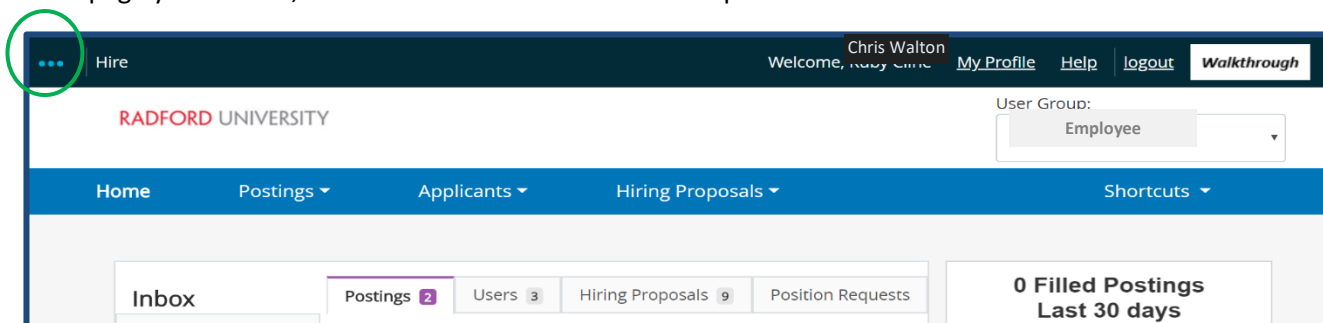
Each employee must be afforded an opportunity to provide the supervisor with a self-assessment of his or her job performance for the rating period. A supervisor must review and consider the self-assessment when completing each employee's performance evaluation.

Whether an employee chooses to complete a self-evaluation, or not to complete one, **this step must be completed by the employee so that the Evaluation can be moved to the supervisor in the system.**

1. Log into your [OneCampus](#) Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.

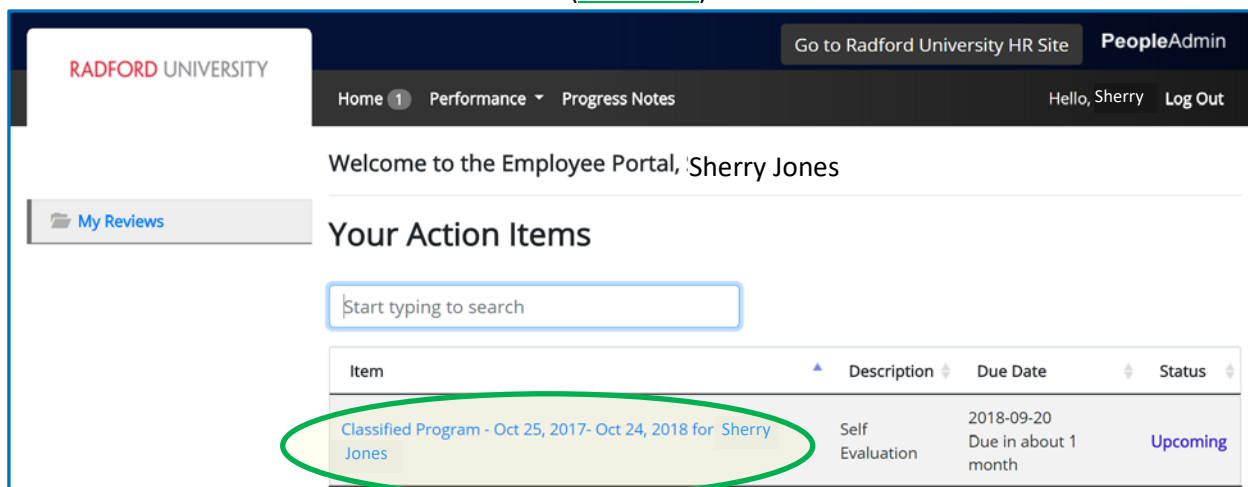


2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.



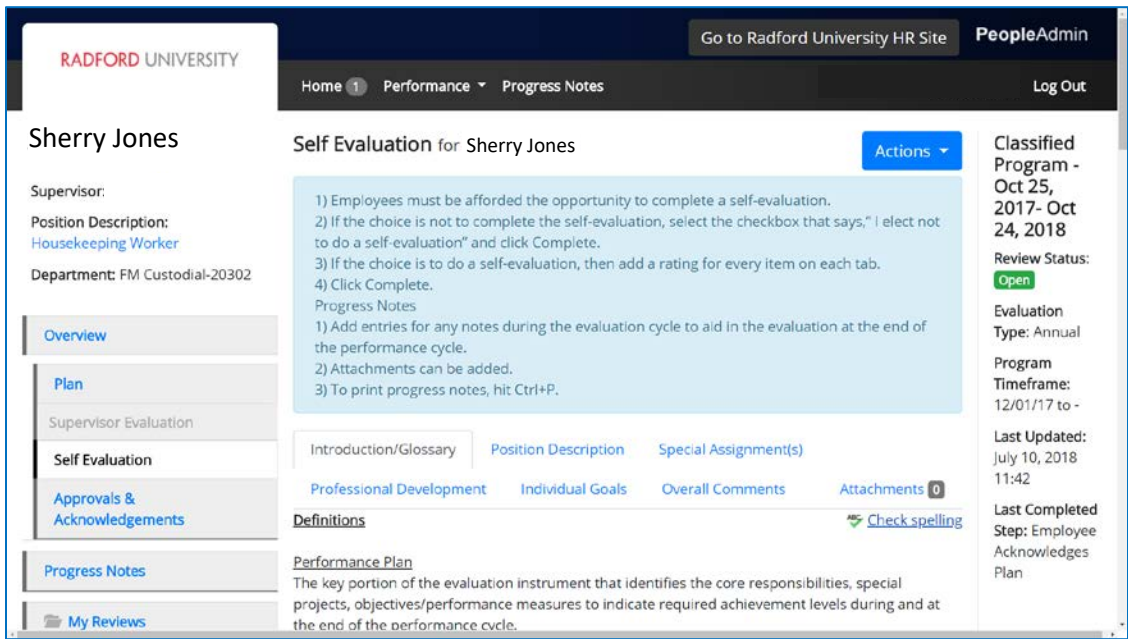
3. From this menu, select the option **Radford University Employee Portal**

4. As you arrive on the **Home** page of your Employee Portal, you will see your Action Items, which should include your self- evaluation. Click on the item listed in blue ([see below](#))

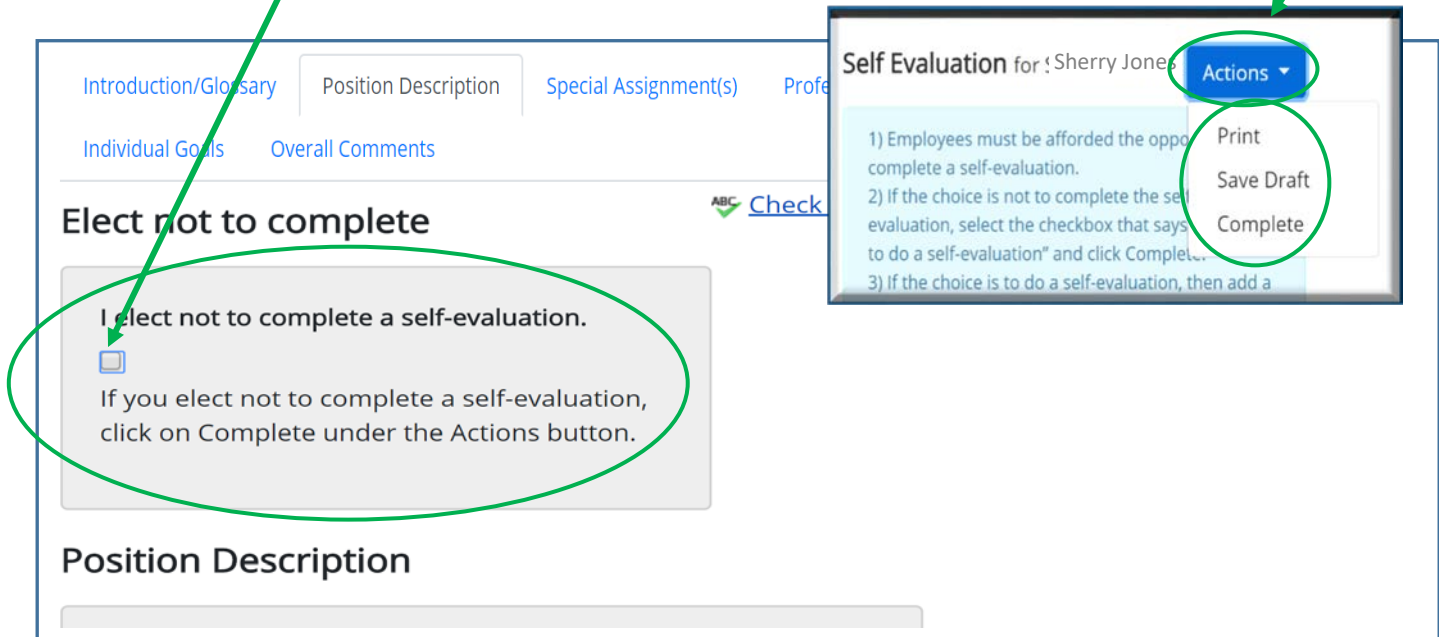


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5. When you enter in your self-evaluation, you will see a list of instructions listed in blue.



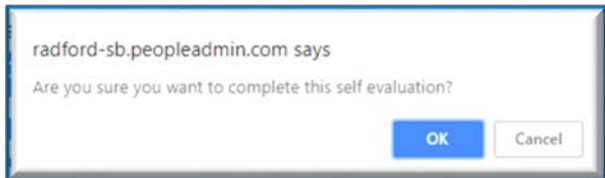
6. If your choice is not to complete the self-evaluation,
 - a. Select the checkbox that says, " I elect not to do a self-evaluation".
 - b. Then at the top right hand corner, select the **ACTIONS** button. Here you can **Save Draft** (which will hold the evaluation at this step until you select **Complete**).



The Self Evaluation has been saved! ✕

You should see this message at the top of the screen if you have selected **Save Draft**.

- c. If you select **Complete**, You will see *this pop up box* at the top of the screen. If you are sure you want to complete the self-evaluation, select **OK** and this will send the Evaluation to the next step (Supervisor Evaluation).



The Self Evaluation has been marked as complete. ✕

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7. If you choose to complete a self-evaluation, then add a rating for every item on each tab. (See below)

Self Evaluation for Sherry Jones Actions ▾

1) Employees must be afforded the opportunity to complete a self-evaluation.
2) If the choice is not to complete the self-evaluation, select the checkbox that says, "I elect not to do a self-evaluation" and click Complete.
3) If the choice is to do a self-evaluation, then add a rating for every item on each tab.
4) Click Complete.
Progress Notes
1) Add entries for any notes during the evaluation cycle to aid in the evaluation at the end of the performance cycle.
2) Attachments can be added.
3) To print progress notes, hit Ctrl+P.

Introduction/Glossary Position Description Special Assignment(s) Professional Development Individual Goals Overall Comments Attachments 0 Check spelling

Elect not to complete

I elect not to complete a self-evaluation.
If you elect not to complete a self-evaluation, click on Complete under the Actions button.

Position Description

Description of Job Task/Responsibility:
Cleans offices, classrooms, lounges, labs, conference rooms, bathrooms, showers, furniture, locker rooms, fitness areas, kitchens, student rooms, stairs, windows, and other interior space. Sweep, dust, and damp/wet mop. Sweep, vacuum clean up trash and debris around the inside and outside entryways to include steps, and walk-off mats. APPA cleanliness Level 2 must be maintained.

Rating: Meets Expectations
Comments: I am thorough and do a very good job with my cleaning duties.

Special Assignment(s)

Duties/Responsibilities and Expectations:
Special Assignment 1

Rating: Exceeds Expectations
Comments: I take take my assignment to the ABC committee very seriously. I try to always give feedback and suggestions. I have been timely on all of my assignments.

Professional Development

Personal Learning Goals:
Professional Development 1

Learning Steps/Resource Needs:
Resource for Professional Development 1

Comments: I am a little behind on my personal Learning Goals. I would like to review a plan for me to be able to set aside time to allow for me to work on my goals.

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8. After all of the Tabs have been completed, you may

- a. At the top right hand corner, select the **ACTIONS** button and select **Save Draft** (which will hold the self-evaluation at this step until you select Complete) or select **Complete**.

OR

- b. At the bottom left of the screen, select Save Draft (which will hold the self-evaluation at this step until you select Complete) or select Complete

*You should see this message at the top of the screen if you have selected **Save Draft**.

*If you select **Complete**, You will see *this pop up box* at the top of the screen. If you are sure you want to complete the self-evaluation, select OK and this will send the self-evaluation to the next step (Supervisor Evaluation).