



ROUND ROCK TEXAS

Employee Self-Service

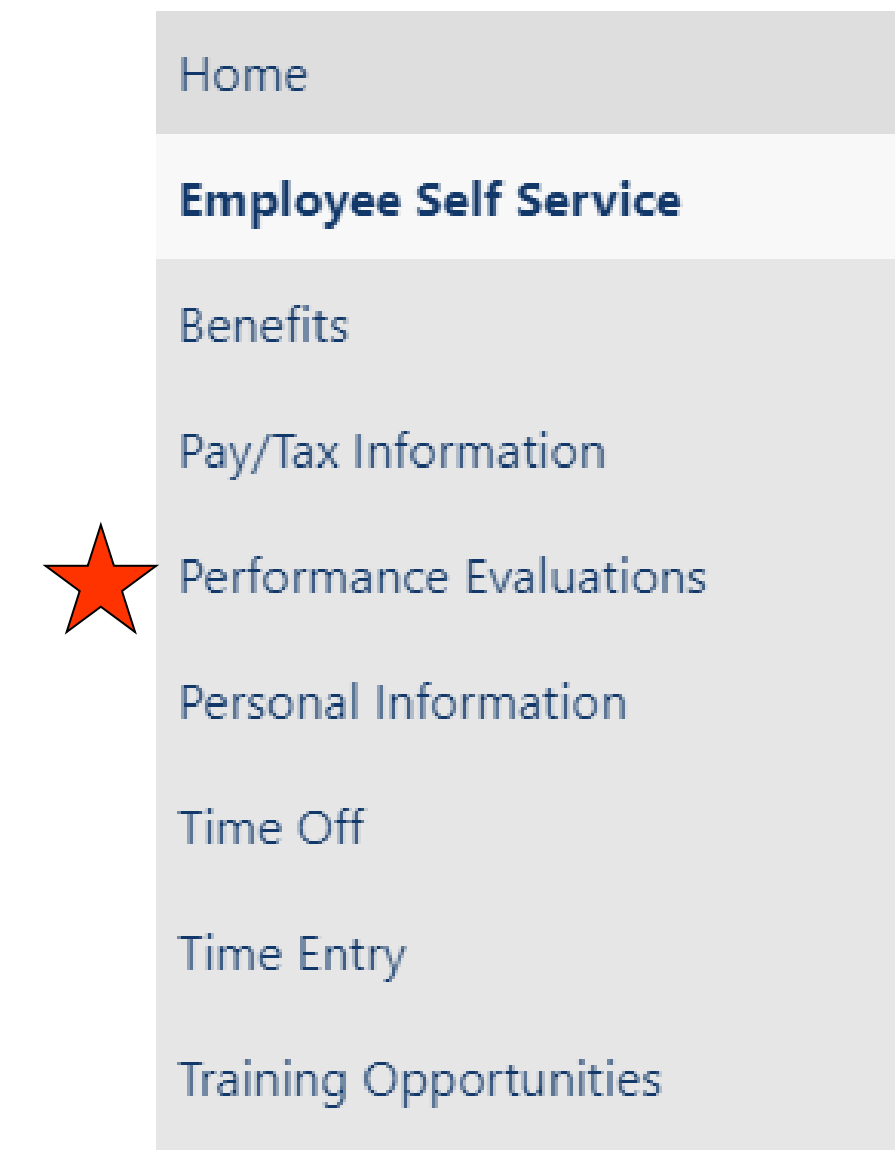
Employee Performance Evaluations
September 2022



Performance Evaluations

Login to Employee Self-Service

Performance Evaluations is available in the menu on the right.



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Accessing Your Performance Evaluation

Click on the Performance Evaluation link on the right and the Performance Evaluation module will open

Your evaluations will be listed under “Evaluations by my supervisors” and will have your job title and the review period listed.

You will be able to access performance evaluations awaiting your review as well as any performance reviews already completed.



Evaluations by my supervisors

[Show history](#)

Job

Review period

SUPERVISOR - ACCOUNTING

10/1/2021 - 9/30/2022

[Acknowledge](#)

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Accessing Your Performance Evaluation, cont.

When you click the “Acknowledge” link your performance evaluation will open for review.

Evaluations by my supervisors

Job	Review period	Show history
SUPERVISOR - ACCOUNTING	10/1/2021 - 9/30/2022	 Acknowledge



Reviewing Your Performance Evaluation

ACCOUNTABILITY MEETS

Accountability and Personal Responsibility:

Accepts responsibility for individual actions and the quality, quantity, and timeliness of his/her work product.

- *Admits mistakes and works to avoid repeating them*
- *Arrives on time, is fully prepared for customers without delay, and works his/her assigned hours*
- *Behaves consistently with the department's and/or City's expectations regarding ethical conduct*
- *Produces output with a minimum number of errors*
- *Presents self professionally, positively and assertively*
- *Accepts responsibility for achieving goals*
- *Manages time and priorities to achieve objectives*
- *Maintains confidentiality and protects the privacy of City employees and members of the public.*

Meets Expectations

KEY JOB RESPONSIBILITY 1 MEETS

List job duty, performance expectation and justification for rating.

Key Job Responsibilities 1

Meets Expectations

Employee Development Plan

9/30/2022

Testing of Development Area

Testing of Developmental Activities

Your evaluation consist of three topic areas:

City Core Competencies

Key Job Responsibilities

Employee Development Plan

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Employee Comments and Acknowledgement

Employee Comments: This field is optional. You may enter comments related to your evaluation if you choose to

Acknowledgement: You must click on the box acknowledging that you have reviewed your performance evaluation and had an opportunity to add any comments.

Click the Acknowledge Evaluation button to complete the evaluation process.

Employee Comments and Acknowledgement

Employee comments (optional)

I acknowledge that I have reviewed my performance evaluation and that I have had the opportunity to add any comments.

Acknowledge Evaluation

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Employee Comments and Acknowledgement, cont.

After you acknowledge your evaluation, you may print the evaluation for your records.



Your evaluation has been successfully acknowledged. You can [print this page](#) for your records. 

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Accessing Completed Evaluations

Forgot to print your evaluation?

Misplaced it?

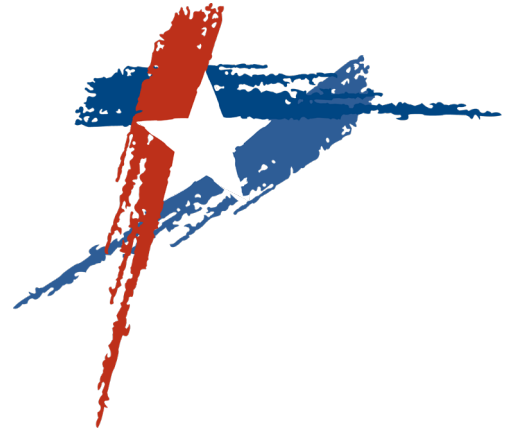
You can access your completed evaluations in
ESS anytime!

Evaluations About Me

Evaluations by my supervisors

Job	Review period	Show history
SUPERVISOR - ACCOUNTING	10/1/2021 - 9/30/2022	Details

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Contacts

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