

Employee Year-End Performance Evaluations

Guidance for Employees (September 2023)



Performance Evaluations

Login to Employee Self-Service (ESS)

Click on the Performance Management link on the right to access the Performance Overview Home page.



From the Performance Overview page, select Evaluations located to the right.







Performance Overview



Performance Evaluation					
EVALUATION PERIOD	10/1/2022 - 9/30/2023				
EVALUATION TYPE	PERFORMANCE REVIEW PLAN				
OVERALL RATING	Not Entered				
EVALUATOR	PIERCE, LISA M				
DETAILS					

Employee Self Service

Benefits

Life Events

Pay/Tax Information

Performance Management



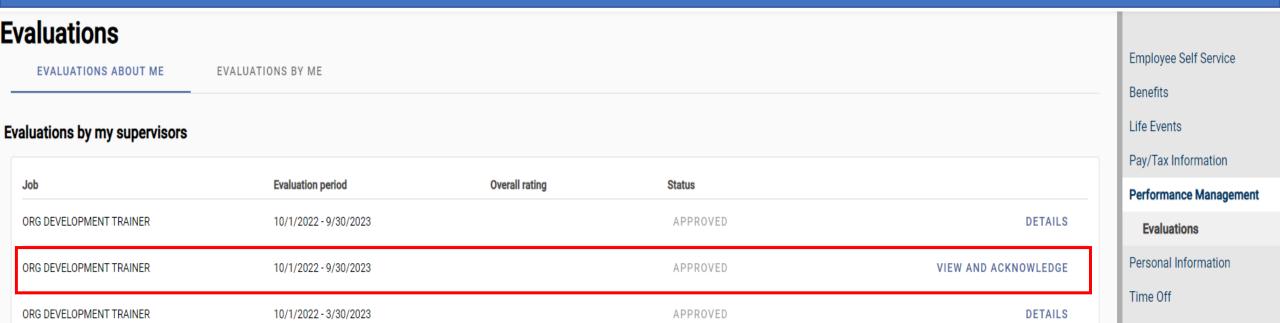
Evaluations

Personal Information

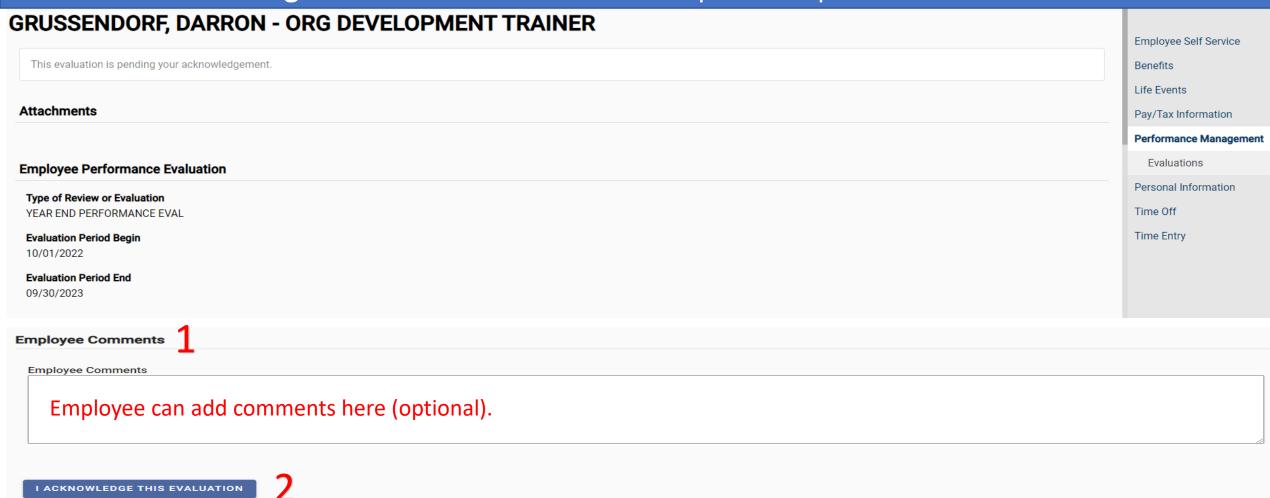
Time Off

Time Entry

Locate Year-End Performance Evaluation record with the review period 10/1/2022 – 9/30/2023 and click the **View and Acknowledge** link to the right.



- 1. You can add comments to the evaluation record in the Employee Comments section (optional).
- 2. Select I Acknowledge This Evaluation button to complete the process.



You will see a message under your name and position title stating your evaluation has been successfully acknowledged. You can view your completed performance evaluation at any time from the Evaluations page by clicking **Details** to the right of the evaluation record.

GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER

🤣 Your evaluation has been successfully acknowledged. You can <u>print this page</u> for your records. 🧶

Attachments

Employee_Evaluation_Acknowledgment_08-01-23.html

Employee Performance Evaluation

Type of Review or Evaluation

YEAR END PERFORMANCE EVAL

Evaluation Period Begin

10/01/2022

Evaluation Period End

09/30/2023

Evaluations

EVALUATIONS ABOUT ME

EVALUATIONS BY ME

Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023		APPROVED	DETAILS

Contacts

ESS Technical Support contact
Darron Grussendorf, Organizational Development Trainer
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Questions about Evaluations contact Lisa Pierce-Jones, Assistant Director of Human Resources at lipiercejones@roundrocktexas.gov or 512-218-5492

