



# 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.



- Employee Self Service**
- Benefits
- Life Events
- Pay/Tax Information
- Performance Management
- Personal Information
- Time Off
- Time Entry

# Employee Screen in ESS

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

**ROUND ROCK TEXAS**

## Performance Overview

**DARRON GRUSSENDORF**  
ORG DEVELOPMENT TRAINER

Performance Evaluation	
EVALUATION PERIOD	10/1/2022 - 9/30/2023
EVALUATION TYPE	PERFORMANCE REVIEW PLAN
OVERALL RATING	<i>Not Entered</i>
EVALUATOR	PIERCE, LISA M
<a href="#">DETAILS</a>	

- Employee Self Service
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# Employee Screen in ESS

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.

## 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	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	<a href="#">VIEW AND ACKNOWLEDGE</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023		APPROVED	<a href="#">DETAILS</a>

Employee Self Service

Benefits

Life Events

Pay/Tax Information

**Performance Management**

**Evaluations**

Personal Information

Time Off

# Employee Screen in ESS

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.

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This evaluation is pending your acknowledgement.

- Employee Self Service
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### Attachments

### Employee Performance Evaluation

**Type of Review or Evaluation**  
YEAR END PERFORMANCE EVAL

**Evaluation Period Begin**  
10/01/2022

**Evaluation Period End**  
09/30/2023

### Employee Comments **1**

Employee Comments

Employee can add comments here (optional).

**I ACKNOWLEDGE THIS EVALUATION** **2**

BACK

# Employee Screen in ESS

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.

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✔ Your evaluation has been successfully acknowledged. You can [print this page](#) 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	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023		APPROVED	<a href="#">DETAILS</a>

# Contacts

ESS Technical Support contact  
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Questions about Evaluations contact  
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