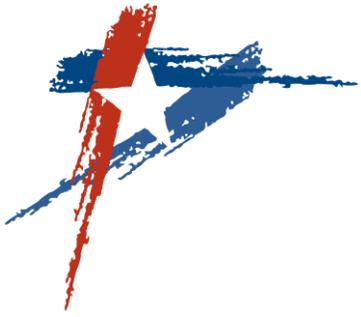




# Employee Year-End Performance Evaluations

Guidance for Employees (September 2024)



## Acknowledging Performance Evaluations in ESS (Employee Screens)

Login to Employee Self-Service (ESS)

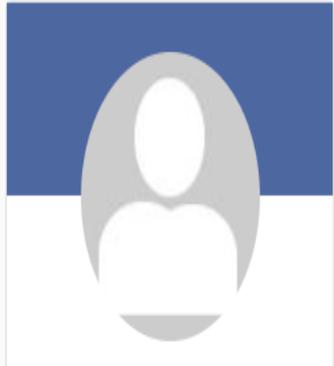
Click on the Performance Management link on the right to access the Performance Overview page.



# Employee Screen in ESS

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

## Performance Overview



**DARRON GRUSSENDORF**  
ORG DEVELOPMENT TRAINER

Performance Evaluation	
EVALUATION PERIOD	10/1/2023 - 9/30/2024
EVALUATION TYPE	PERFORMANCE REVIEW PLAN
OVERALL RATING	<i>Not Entered</i>
EVALUATOR	PIERCE, LISA M
<a href="#">DETAILS</a>	

Employee Self Service

Benefits

Life Events

Pay/Tax Information

**Performance Management**

 Evaluations

Personal Information

Time Off

Time Entry

# Employee Screen in ESS

Locate the Year-End Performance Evaluation record with the review period 10/1/2023 – 9/30/2024 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	10/1/2023 - 9/30/2024		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	<a href="#">VIEW AND ACKNOWLEDGE</a>
ORG DEVELOPMENT TRAINER	10/1/2023 – 3/31/2024		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.

## GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER

This evaluation is pending your acknowledgement.

Employee Self Service

Benefits

Life Events

Pay/Tax Information

**Performance Management**

Evaluations

Personal Information

Time Off

Time Entry

### Attachments

### Employee Performance Evaluation

#### Type of Review or Evaluation

YEAR END PERFORMANCE EVAL

#### Evaluation Period Begin

10/1/2023

#### Evaluation Period End

9/30/2024

### 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 that 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 record.

## GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER

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

### Attachments

[Employee Evaluation Acknowledgment 09-01-24.html](#)

### Employee Performance Evaluation

**Type of Review or Evaluation**

YEAR END PERFORMANCE EVAL

**Evaluation Period Begin**

10/1/2023

**Evaluation Period End**

9/30/2024

## Evaluations

EVALUATIONS ABOUT ME

EVALUATIONS BY ME

### Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2023 - 3/31/2024		APPROVED	<a href="#">DETAILS</a>

# Contacts

ESS Technical Support contact

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