

# Employee Year-End Performance Evaluations

Guidance for Employees (September 2025)



# 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.



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

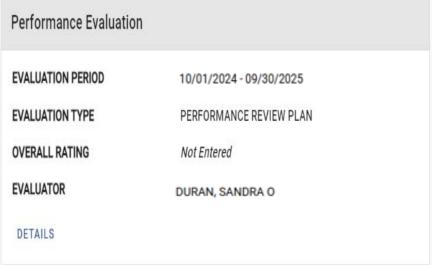






## **Performance Overview**





Employee Self Service

Benefits

Life Events

Pay/Tax Information

Performance Management

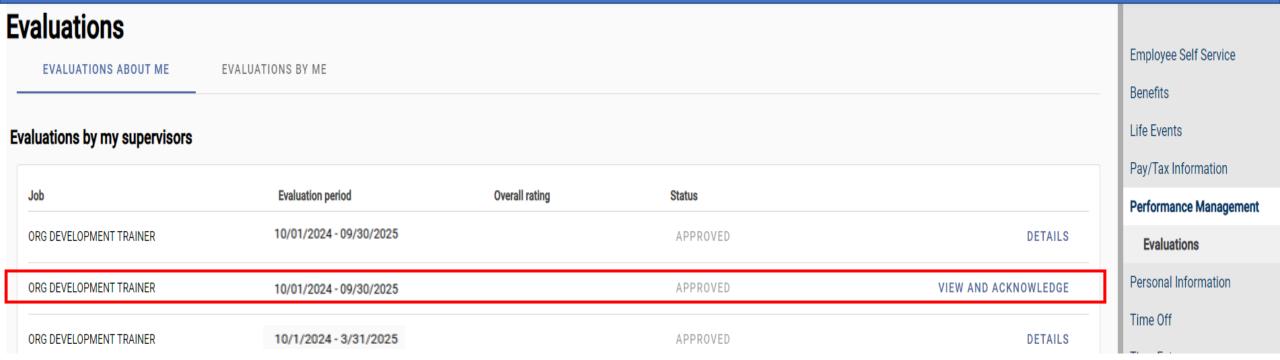
Evaluations

Personal Information

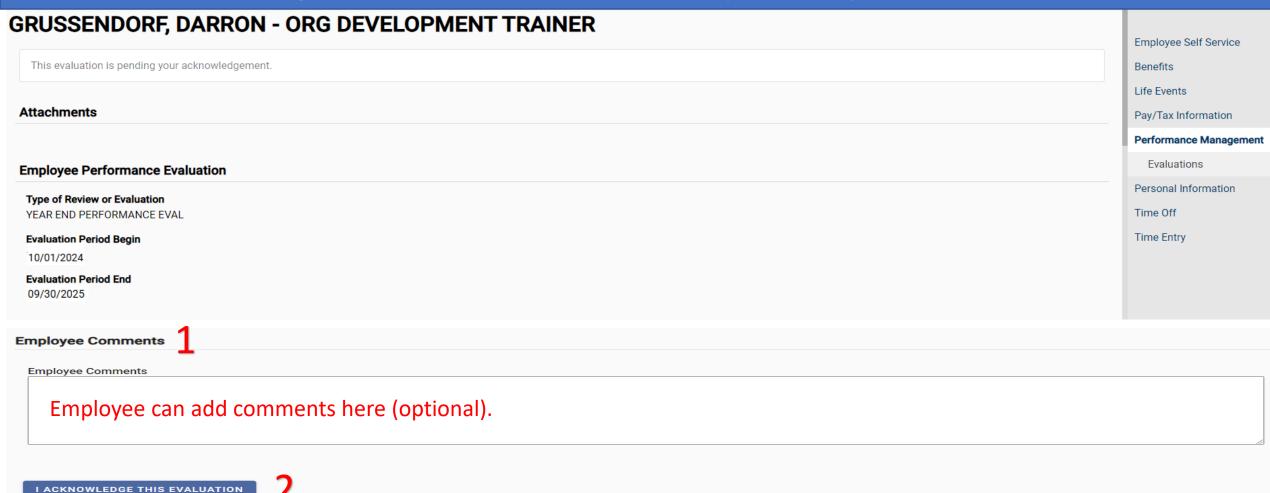
Time Off

Time Entry

Locate the Year-End Performance Evaluation record with the review period 10/1/2024 – 9/30/2025 and click the **View and Acknowledge** link to the right.



- 1. Here you can add comments (optional).
- 2. Select I Acknowledge This Evaluation button to complete the process.



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 <u>print this page</u> for your records. 🛭

#### **Attachments**

Employee Evaluation Acknowledgment 09-01-25.html

#### **Employee Performance Evaluation**

Type of Review or Evaluation
YEAR END PERFORMANCE EVAL

**Evaluation Period Begin** 

10/01/2024

**Evaluation Period End** 

9/30/2025

## **Evaluations**

**EVALUATIONS ABOUT ME** 

EVALUATIONS BY ME

### Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2024 - 3/31/2025		APPROVED	DETAILS

## **Contacts**

ESS Technical Support contact Darron Grussendorf, Organizational Development Trainer at <a href="mailto:dgrussendorf@roundrocktexas.gov">dgrussendorf@roundrocktexas.gov</a> or 512-341-3382

