



# 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.




# Employee Screen in ESS

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

ROUND ROCK TEXAS




## Performance Overview



**DARRON GRUSSENDORF**  
ORG DEVELOPMENT TRAINER

Performance Evaluation	
EVALUATION PERIOD	10/01/2024 - 09/30/2025
EVALUATION TYPE	PERFORMANCE REVIEW PLAN
OVERALL RATING	<i>Not Entered</i>
EVALUATOR	DURAN, SANDRA O
<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 10/1/2024 – 9/30/2025 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	10/01/2024 - 09/30/2025		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025		APPROVED	<a href="#">VIEW AND ACKNOWLEDGE</a>
ORG DEVELOPMENT TRAINER	10/1/2024 - 3/31/2025		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. Here you can add comments (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

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

10/01/2024

#### Evaluation Period End

09/30/2025

### 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.

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