Annual Self Evaluation

Why complete a Self Evaluation?
An essential element to successful performance management is the annual evaluation process that includes input from the employee. The practice of self-reflection facilitates development and growth. It creates an opportunity for the employee to contribute valuable information related to annual accomplishments and their impact on the department and the university as a whole.

How to complete Self Evaluation
Go to MyCWU > [Employee] Tab > ePerformance > Current Documents > Performance Document

**Note** If your supervisor has completed the “Finalize Criteria” step, you will have access to complete your Self Evaluation. If you do not have access, talk with your supervisor.

ACTION ITEMS


2. **GOALS**: Under the [Goals] tab within the Employee Comments box, describe your work and accomplishments for each goal. Consider impact, how it was measured, barriers you overcame, and/or adjustments made.
3. **COMPETENCIES:** Go to the |Competencies| tab. Using the drop-down menu “Employee Rating,” provide a rating for each competency, and within the Employee Comments box, provide some information related to why you selected the rating.

When you have completed your Self Evaluation, be sure to click the  button and then the “Complete” button.