

Performance Management Process (PMP)

Personal Review Worksheet

Steps	Instructions
1	Login Banner Self Service using your User ID and PIN .
2	Click Login .

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 7.4

Steps	Instructions
3	Click the Employee link. Click the Personal Review Worksheet link.

OF ALABAMA IN HUNTSVILLE

Personal Information Financial Aid **Employee** WebTailor Administration

Search [RETURN TO MENU](#) [SI](#)

UAH Employee Self Service

Information provided is a summary of pay and benefits, and does not supercede master contract and enrollment documents.

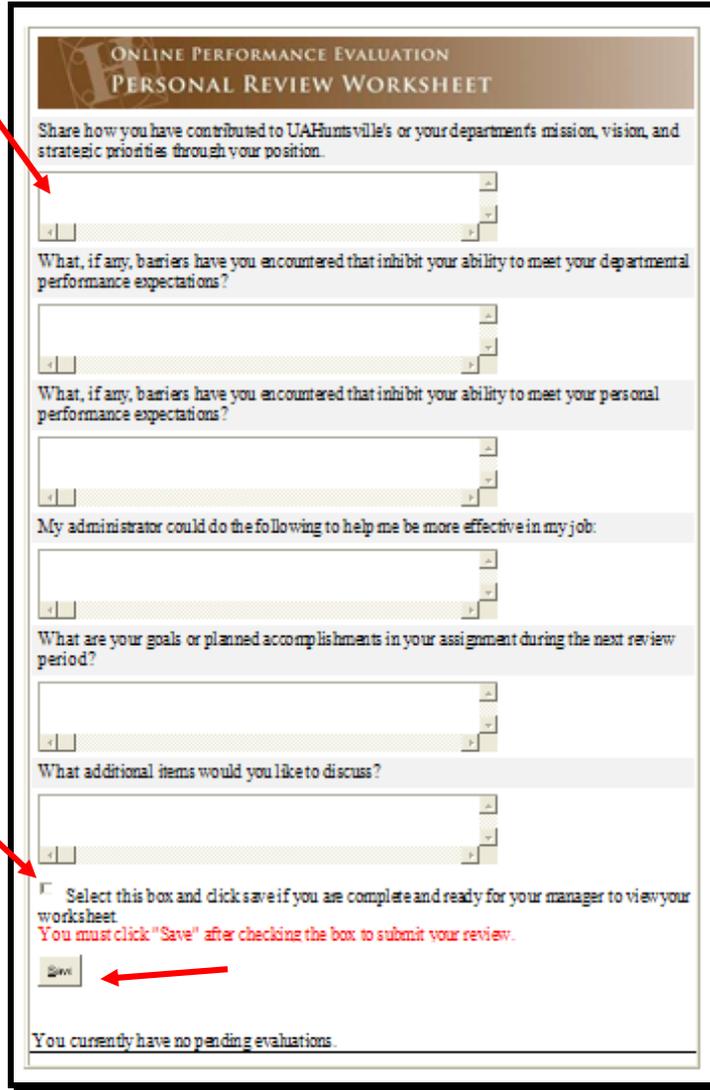
- [Time Sheet](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, benefit statements.
- [Pay Information](#)
Earnings and deductions history and pay stubs.
- [Tax Forms](#)
W4 information and W2 Forms.
- [Jobs Summary](#)
View job assignment history.
- [Leave Balances](#)
Current leave balances and history of time off taken.
- [Campus Directory](#)
- [Effort Certification](#)
Research Administration Effort Certification
- [Performance Evaluation](#)
Evaluate your emps
- [Personal Review Worksheet](#)
Submit your personal review worksheet and view your evaluation

RELEASE: 7.3.3 Powered

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Steps	Instructions
	<i>Click on the current Year of the Evaluation. (For previous users only.)</i> To view previous evaluations, click on the year button of the evaluation.
4	Personal Review Worksheet: Complete the six statements.



**ONLINE PERFORMANCE EVALUATION
PERSONAL REVIEW WORKSHEET**

Share how you have contributed to UAHuntsville's or your department's mission, vision, and strategic priorities through your position.

What, if any, barriers have you encountered that inhibit your ability to meet your departmental performance expectations?

What, if any, barriers have you encountered that inhibit your ability to meet your personal performance expectations?

My administrator could do the following to help me be more effective in my job:

What are your goals or planned accomplishments in your assignment during the next review period?

What additional items would you like to discuss?

Select this box and click save if you are complete and ready for your manager to view your worksheet
You must click "Save" after checking the box to submit your review.

You currently have no pending evaluations.

Steps	Instructions
5	Click SAVE to save the document and return at a later time. Or click the <input type="checkbox"/> check box and SAVE to submit your Personal Review Worksheet. Click Exit to close Banner Self Service.

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Steps	Instructions
6	Once the supervisor sign and submit the Performance Evaluation, the employee returns to the (Banner Self Service) Personal Review Worksheet to sign the completed <i>Performance Evaluation</i> .
7	Click Sign .

By signing off on this form, you acknowledge that you have received it. You also agree by signing this form, that you will keep your results confidential. Your signature does not signify that you agree with your evaluation.

Steps	Instructions
8	Enter your PIN .
7	Click Submit . You may Review your Evaluation at any time.

ONLINE PERFORMANCE EVALUATION PERFORMANCE EVALUATION FORM

By inputting your PIN number here you sign off that you have read and understand this form

Steps	Instructions
9	Enter Comments .
10	Click Submit Query .

If you disagree with your evaluation please enter why in this box.

Congratulation! You have completed your Personal Review Worksheet.