From:	Mailing list for UH Facilities <ALL-FACILITIES@LISTSERV.UH.EDU> on behalf of Facilities Department <fcm@CENTRAL.UH.EDU>
Sent:	Tuesday, November 1, 2022 8:27 AM
To:	ALL-FACILITIES@LISTSERV.UH.EDU
Subject:	F/CM Employee Self-Evaluations (Deadline: December 2)

2022 Employee Self-Evaluation

Prepare and Submit the 2022 Employee Self-Evaluation

Deadline: Friday, December 2, 2022

Helpful Resources

- **HR ePerformance website for additional information.**
- **There is a video to help guide the process.**
- **There is a document with screen shots to walk through the steps for the self-evaluation and rating definitions.**

Basic Instructions

1. Login to AccessUH>PASS Icon>Employee Self Service>Performance

2. Click on My Current Documents Box>Complete Self Evaluation

3. Rate each Goal, Responsibility, and Competency

4. Select the Complete Button (top right)

5. Select Confirm Button

Preparar y enviar la autoevaluación de empleados de 2022

Fecha límite: viernes 2 de diciembre de 2022

Recursos útiles

- [Sitio web] de HR ePerformance para obtener información adicional.
- Hay un [video] para ayudar a guiar el proceso.
- Hay un [documento] con capturas de pantalla para recorrer los pasos de las [definiciones] de autoevaluación y calificación.

Instrucciones básicas

1. Inicie sesión en AccessUH>Icono PASS>Employee Self Evaluation>Performance

2. Haga clic en el cuadro My Current Documents Box>Complete Self Evaluation

3. Califica cada Meta (Goal), Responsabilidad (Responsibility) y Competencia (Compentency)

4. Seleccione el botón Completar (Complete) (arriba a la derecha)

5. Seleccione el botón Confirmar (Confirm)

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