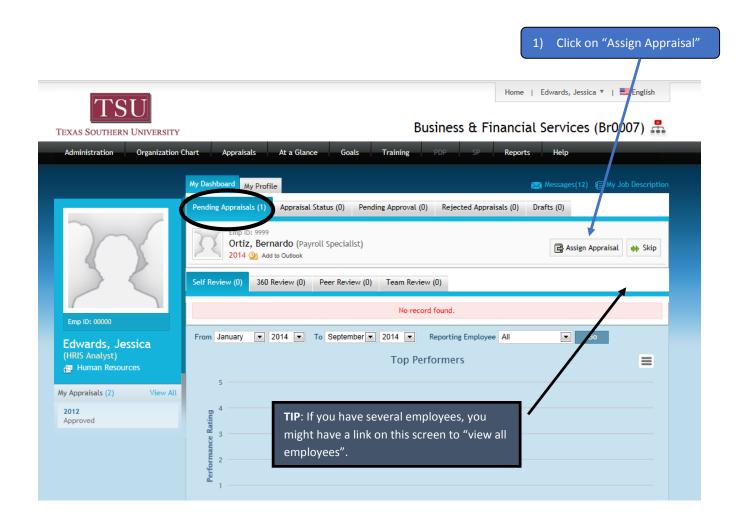
## How to Assign a Self-Review to Your Employee (3 steps)

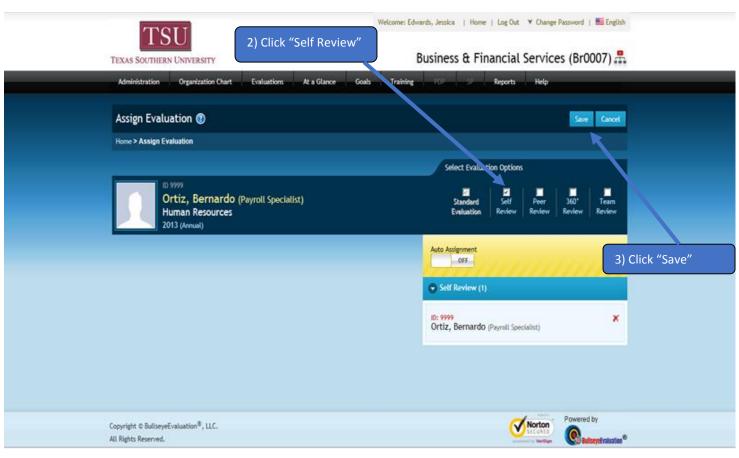
The first step of the evaluation process is for you to assign a self-review to all of your staff employees who are eligible for an appraisal (those who have worked at TSU for at least 6months since the start of the academic year (between September 1 – August 31).

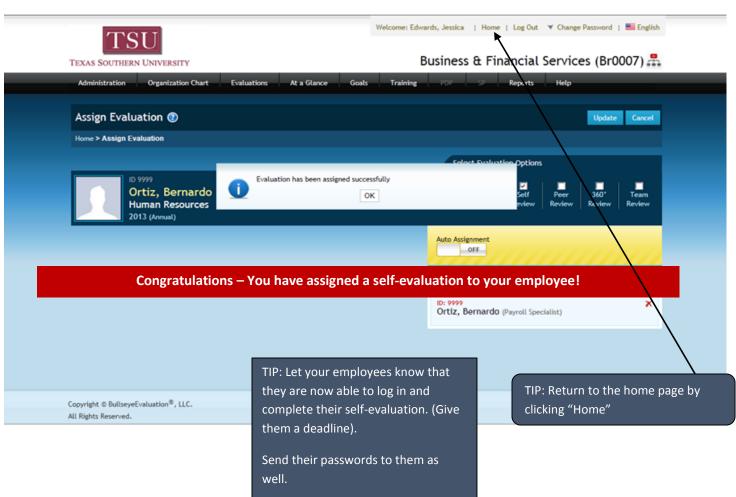
**STEP 1**: Click: Assign Appraisal **STEP 2**: Click: Self Review

STEP 3: Click: Save

<u>Make sure the year listed below employee's name is the current year</u>. If it shows a previous year, you'll need to click "Skip" and follow the prompts to bring you to the current year.







## How to Check the Status of a Self-Review that You've Assigned (One Step)

