How to View, Save, and Print Your Employee's Self Review

Before you get started on writing a standard appraisal for your employee, you'll need to review their self-review. Employee self-reviews give managers a unique opportunity to see how employees view their own performance. In departments with clear communication, and with employees who are honest about their performance, a self-review will give the manager confirmation that their employee is knowledgeable of the department goals and initiatives.
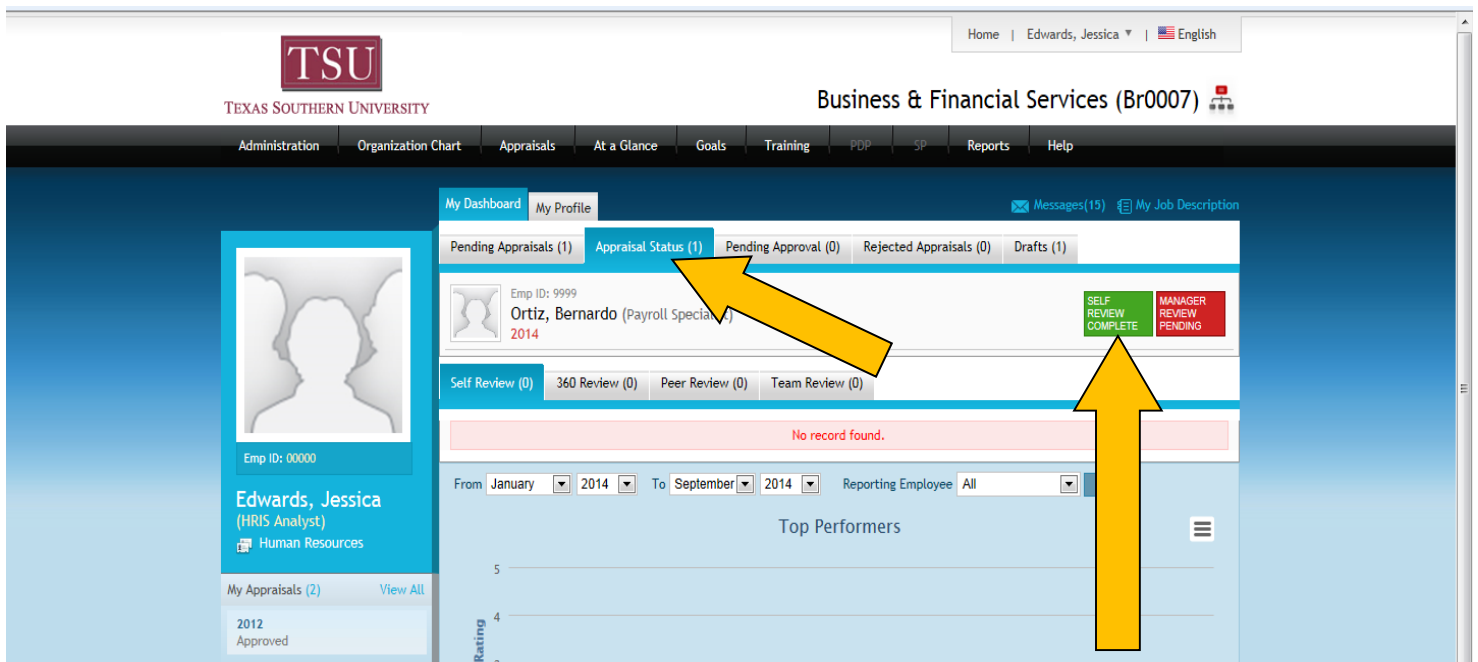
Remember – employees do *__not__* write their own appraisals.

An employee self-review is just another tool that managers will use when they write the actual appraisal. The standard appraisal (which is written by the department manager) is the evaluation of record. Standard appraisals should be based on manager observations and notes during the year, along with considering the information provided in the employees' self-review.

Once your employee has completed their self-review you'll be able to log in to Bullseye and view a copy.

Step 1 – Click on the "Appraisal Status" tab

Step 2 – Click on "Self Review Complete"

Step 3 – Click the print icon then follow the prompts

- **Click on the printer icon**

- **Click "All"**

- **The document will then be converted in to an Adobe PDF file for you to print and/ or save.**

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Print Options

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(Payroll Specialist)

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Administrative Staff

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Self Evaluation Summary

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