

Employee Evaluations in Munis Employee Self Service

To create an evaluation

1. Log in to ESS, go to **Performance Evaluations** then click on the **Employee Evaluations** link.

The screenshot shows the 'Evaluations About My Employees' page in the Munis Self Service interface. The header includes the Weber County logo, 'Munis Self Service', and user information 'Resources RUBBLE, BARNEY A'. The left sidebar contains navigation links: 'Employee Self Service', 'Pay/Tax Information', 'Performance Evaluations', and 'Employee Evaluations' (which is highlighted with a red arrow). The main content area shows 'Evaluations by me' for the selected employee 'FRED, FLINTSTONE'. Below this, there is a message: 'No supervisor evaluations could be found.' and a link to 'Add an evaluation for PROGRAMMER ANALYST'. A 'Show history' link is also visible.

2. Select your Employee from the drop down box, then click on the **Add an evaluation for (JOB DESC)**

This screenshot shows the same 'Evaluations About My Employees' page, but with the 'Employee' dropdown menu open. The dropdown menu lists three options: 'FRED, FLINTSTONE', 'RUBBLE, BAM BAM', and 'RUBBLE, BARNEY A'. A red arrow points to the 'FRED, FLINTSTONE' option. Another red arrow points to the 'Add an evaluation for PROGRAMMER ANALYST' link in the main content area. The rest of the page layout is identical to the previous screenshot.

3. You can now enter in your evaluation information and attach your evaluation by selecting **Choose File**

WEBER COUNTY Munis Self Service Resources RUBBLE, BARNIE A

Add an evaluation for FRED, FLINTSTONE - PROGRAMMER ANALYST

Attachments

Attachments: [Choose File](#) | No file chosen **Add your evaluation document here.**

Evaluation Information

Review Type: Q1

Display on ESS to Employee* **Allow employee to see it in ESS after it is submitted.**

Completion Date: **When the review was actually done.**

Text Data

Comments

[Save and close](#) [Submit for approval](#) [Cancel](#)

[Save](#)

Click to **Save** or **Submit**. *Once submitted you won't be able to delete your attachments.*

WEBER COUNTY Munis Self Service Resources RUBBLE, BARNIE A

Add an evaluation for FRED, FLINTSTONE - PROGRAMMER ANALYST

Attachments

evaltest.docx [Remove](#)

Attachments: [Choose File](#) | No file chosen **As long as the evaluation is not submitted you can delete your form.**

Evaluation Information

Review Type: Q1

Display on ESS to Employee*

Completion Date: 03/15/2018

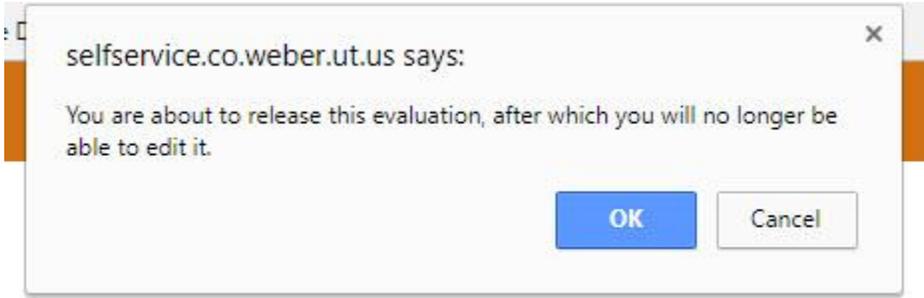
Text Data

Comments: Way to go :|

[Save and close](#) [Submit for approval](#) [Cancel](#)

[Save](#)

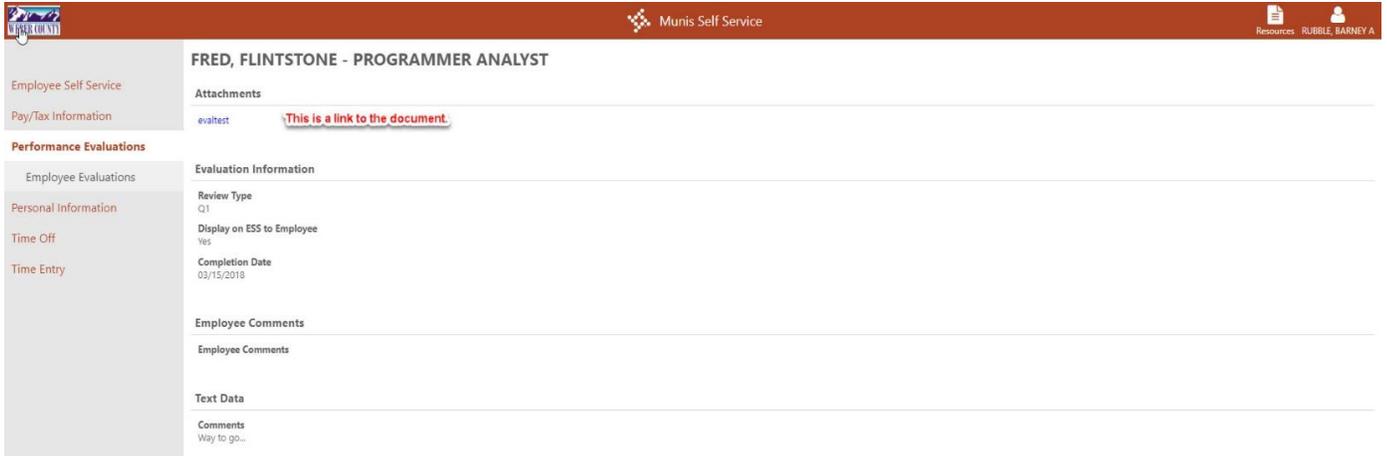
- 4. Once submitted it can no longer be edited by you, so it will ask you if you really want to submit/release the evaluation



- 5. You will now see that it is submitted and approved (there is no workflow set up by default)



- 6. If you click **Details** this is what you will see



To acknowledge an evaluation and make comments

1. The employee will log in to their ESS and select **Performance Evaluations** and click on **Acknowledge**



2. They will be able to see the review, enter comments and acknowledge that they have seen it.

