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.

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

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

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

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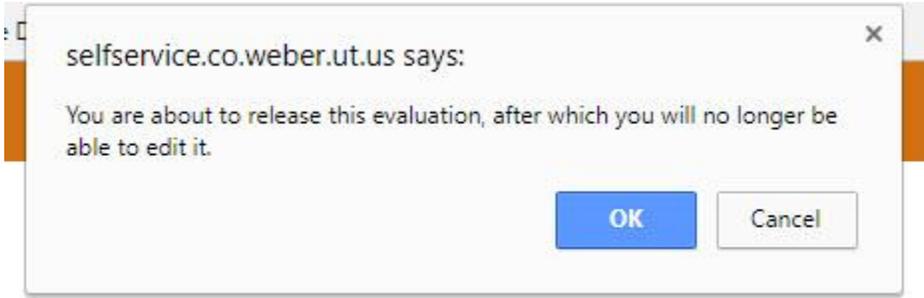
5. You will now see that it is submitted and approved (there is no workflow set up by default)

6. If you click **Details** this is what you will see
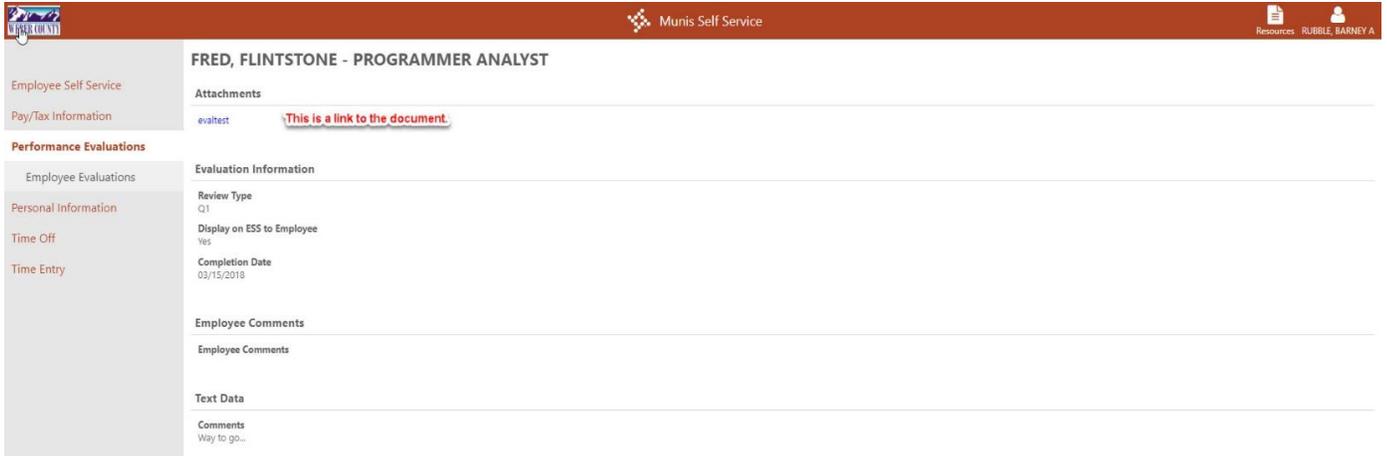
To acknowledge an evaluation and make comments

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.