EMPLOYEE **INSTRUCTIONS ON HOW TO CREATE & SUBMIT A SELF-EVALUATION**

SELF EVALUATION ⇒ Official Evaluation ⇒ Reviewer ⇒ Year-End Discussion & Acknowledgement

How to Create & Submit a Self-Evaluation

Step	Action	Notes
(1)	Login to PeopleSoft https://pshcm.dc.gov	
(2)	Click the **Self Service** link.	
(3)	Click the **My Performance Documents** link under Performance Management.	
(4)	Click the **Current Documents** link.	
(5)	Click the **Annual Performance Document** link.	
(6)	Click the **Start** or **Edit** link associated with the "Complete Self Evaluation" step under Document Progress to open the document.	**Click the Save button frequently to save your work.**
(7)	Click the drop down arrow to assign a rating the Competencies and S.M.A.R.T Goals.	Ratings DO NOT need to be assigned to each Competency and S.M.A.R.T Goal. Click the 🖹 icon to view the rating definitions.
(8)	Enter comments for the Competencies, S.M.A.R.T Goals and Individual Development Plan objectives.	Comments DO NOT have to be written for each Competency, S.M.A.R.T Goal and Individual Development Plan objective.
(9)	Click the **Save** button.	
(10)	Click the **Submit to Supervisor** button.	
(11)	Click the **Submit Self Evaluation to Supervisor** button.	
(12)	Click the **OK** button.	

Once the Self-Evaluation is submitted to the employee's supervisor: (1) the status of the document will change from "In Progress" to "Complete" and (2) the supervisor may access a read only version of the document.

NEED HELP?

Go to Department of Human Resource's Performance Management webpage
http://dcop.dc.gov/dcop/cwp/view,a,1220,q,530729,dcopNav,%7C31656%7C.asp
OR Contact your HR Advisor.

DCPERFORMS
Engage, Evaluate & Acknowledge

DCHR
DC Department of Human Resources
★ ★ ★