APT Evaluation
Employee Self-Evaluation
Self-Evaluation

• APT employees must complete a Self-Evaluation and submit a copy to their evaluator by December 31.
  – Self-evaluations are to be submitted in the Online Evaluation Management System.
• After login to the Online Evaluation Management System, Select “Edit” in the “Personal Evaluation of (employee name) section.

![Personal Evaluations of (employee name)](image)
Self-Evaluation (continued)

- When the Continuing Evaluation page opens, scroll down past the Employee Information section to the Performance Accountabilities section.
- Rate each Performance Accountability area (12 total) using the following rating scale:
  - Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectations
  - N/A
Self-Evaluation (continued)

- After rating all Performance Accountability areas, scroll down to the Performance Summary and Growth/Goals sections to add comments.
- Select “Submit” when the Self-Evaluation is complete.