Overview:

Once Human Resources has initiated the Mid-Year Performance Review process, you will receive an email notification from engagesu@seattleu.edu alerting you to log in to EngageSU to begin the mid-year review process.

**Staff Member: Start the mid-year self-evaluation**

You will receive an email from engagesu@seattleu.edu informing you that your self-evaluation is ready to begin.

*EngageSU*

Dear Staff:

The following task is ready for your review:

**Mid-Year Staff Performance Evaluation: Self-Evaluation**

Please log in to EngageSU to complete the task under the Performance tab or My Action Items widget on the Welcome page.

If you have questions or need assistance, please email engagesu@seattleu.edu or call Human Resources at 206-296-5870.

Thank you!
Log in to EngageSU. Under My Action Items, select Complete Performance Task for ___.

TIP: The Due Date is the point at which the system will push the performance review to the next step, regardless of whether action has been taken. Missing the due date means missing the opportunity to complete the review task.
Once you’ve clicked into the mid-year self-evaluation, you’ll see the overview page with instructions. Click the “Get Started” in the bottom right-hand corner to move into the questions.
TIP: By clicking the Options button, you can add up to three attachments to your review.
Mid-Year Self-Evaluation

As a part of the evaluation process, staff are encouraged to reflect on their own work performance and experiences over the past evaluation period. In order to assist your supervisor in completing your mid-year performance review, please provide a brief self-evaluation. Think about:

- Your most significant accomplishments or contributions since the last review period;
- New tasks or additional duties you’ve undertaken since the last performance period;
- Professional development opportunities in which you’ve participated;
- Opportunities for improvement or growth you’ve discovered since the last review period.

Please provide comments about your performance in the text area below and upload any relevant documents.

TIP: If copying and pasting from Word, you can preserve the formatting by using the Paste from Word button.

Answer the questions by typing directly into the text boxes or by copying from another document.

If you want to revisit what you’ve written before you submit to your supervisor, click save and exit. You will be able to come back as often as you like before the due date.

If you are ready for your supervisor to review what you’ve written, click Submit. Note that you will not be able to edit what you’ve written once you submit.
Because you will not be able to edit your self-evaluation once you click Submit, the EngageSU will confirm once again that you’re ready to Submit. If you’re not ready, you can click Cancel and return to editing. If you are ready, click Submit.
Once you have successfully submitted your self-evaluation to your supervisor, EngageSU will show the below confirmation of submission. Once you see this, no further action is needed from you.

Thank you for completing the mid-year performance task.
Direct Supervisor: Take the next step of the mid-year review

You'll receive an email from engagesu@seattleu.edu detailing each of the tasks that are ready for you to review (rather than receiving one email for each of your direct reports, you'll receive one email weekly).

EngageSU

Dear [Name],

The following performance tasks are awaiting your review:

Click here to go to your tasks.

Complete Mid-Year Performance Task for [Name] | Due: [Date]

Please login to EngageSU and go to the Performance tab to complete these actions.

Thank you,

Office of Human Resources

206-296-5870
Log in to EngageSU.

Under My Action Items, select Complete Performance Task for ___.

TIP: The Due Date is the point at which the system will push the performance review to the next step, regardless of whether action has been taken. Missing the due date means missing the opportunity to complete the review task.
Once you’ve clicked into the mid-year review, you’ll see the overview page with instructions. Click the “Get Started” in the bottom right-hand corner to move into the review.
The first thing you’ll see when you enter the mid-year review is the staff member’s self-evaluation. You should review this before you begin writing the mid-year review. Keep in mind that this step is optional (as all steps are), so the answers to the questions may be blank.

If you’re ready to move into writing the review, click “Save and Continue” to move forward.

Keep in mind that the questions in the mid-year review are meant to facilitate a conversation. Once you’ve finished crafting the review, click “Save and Exit”, and set up a meeting with your staff member to deliver the review and hold the conversation. Once you’ve delivered the review, click “Submit”, at which point EngageSU will push the evaluation to the staff member.
TIP: If copying and pasting from Word, you can preserve the formatting by using the Paste from Word button.

Answer the questions by typing directly into the text boxes or by copying from another document.

You can revisit what you’ve written as many times as you like before the deadline. When you’ve completed writing the review, click “Save and Exit”, and set up a time to deliver the review to the staff member. Once you’ve had a meeting with the staff member to deliver the review, you can move on to the “submit” phase.

Once you’ve had a meeting to deliver the review to the staff member, click “Submit” to have the review sent to the staff member in EngageSU.
You do have the option of adding up to three attachments, or adding a co-planner.

Once you have delivered the review to the staff member and are ready for EngageSU to push the review to them in the system, click Submit. The system will confirm that you are ready to do this since you will not be able to modify the review once it’s been submitted. Once you hit “Submit”, the staff member will be able to review the evaluation themselves in EngageSU.

It is important that you only submit the review once you have delivered the review to the staff member.
Once you have successfully submitted the review and sent it over to the staff member to review in the system, you will see the below screen.
Staff member: review the mid-year review in EngageSU

At this point, your mid-year review should have been delivered to you by your supervisor. Once it has been delivered to you via Zoom or over the phone, your supervisor will then have the ability to submit the review to you in EngageSU, where you can review it at any time.

You will receive an email from engagesu@seattleu.edu that your review is ready to be seen in EngageSU.

EngageSU

Dear [Name],

The following task is ready for your review:

**Mid-Year Staff Performance Evaluation-Staff Review**

Please log in to EngageSU to complete the task under the Performance tab or My Action Items widget on the Welcome page.

If you have questions or need assistance, please email engagesu@seattleu.edu or call Human Resources at 206-296-5870.

Thank you!

Once you log in to EngageSU, you'll see that you have a task waiting for you in “My Action Items”.

![My Action Items](image)
Click “Get Started” to review your self-evaluation again.
You'll then get to look at your review from your supervisor. Reminder that you can revisit this at any point during the year.

If you do want to leave any comments on your review, you'll need to click the options tab and upload them as an attachment.