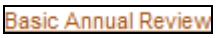
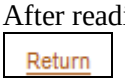
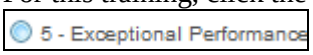
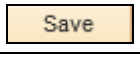
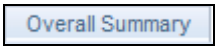
TME-03.1 CABQ - Conduct a Self-Review

Step	Action
1.	Click the **Main Menu** item to begin navigation.
2.	Click the **Self Service** menu.
3.	Click the **Performance Management** menu.
4.	Click the **My Performance Documents** menu.
5.	Click the **Current Documents** menu.
6.	Click the **Basic Annual Review** link. 
7.	Click the **Minimize Performance Process** button.
8.	Click the **Expand All** link.
9.	Click the **TAB Format** link.
10.	You are not rated on **City Goals**. This tab is a reminder of how your department supports the overall City Goals.
11.	Click the **Core Values** tab.
12.	Start by reviewing the first Core Value "**Integrity**" description: *Employees are open-minded, flexible in their thinking, and transparent in their actions.* *- Employees are honest about their work, taking responsibility for success, failure, and correction.* *-Employees are courageous, willing to give and ask for help, then make the tough decisions that represent the right thing to do.*
13.	Click the **Proficiencies (Ratings) Icon** link to view the rating descriptions.
14.	Review all rating definitions to help you identify which rating applies to your progress on each Core Value.
15.	After reading the descriptions, click the **Return** link. 
16.	For this training, click the **5 - Exceptional Performance** option. 
17.	Your self-review **Employee Rating** is displayed by the system on your document.

Step	Action
18.	You will continue your self-review of each Core City Value - giving yourself a proficiency rating (from 1 to 5) on each.
19.	When you have given yourself a rating on each Core City Value the system will calculate your overall Core City Value rating. Click the **Calculate Rating** button.
20.	The Core City Values Summary **Employee Rating** has been calculated and is now displayed.
21.	Add your self-review comments for this section in the Core City Values Summary - **Employee Comments** box**.** *In this training they have been added for you.*
22.	REMEMBER: After adding your comments, you can use the **Spell Check** feature to catch errors before saving. Use the **Spell Check Comments** button (icon of a book with a checkmark to the upper right of the comments box). If errors are found the system will suggest corrections.
23.	Click the **Save** button.
24.	Click the **Performance Goals** tab.
25.	Review your Performance Goals and give yourself a rating on each.
26.	After choosing a rating for each of your Performance Goals: Click the **Calculate Rating** button.
27.	Notice that your Performance Goals rating is displayed as **4 - Exceeds Expectations**. Add your summary comments for this tab to the Employee Comment box. Notice that comments you added at the Checkpoint are still visible. **Add a date or title at the front of your new comments so that it is clear that these are new comments for the Self-Review** and not comments from prior Checkpoints.
28.	Click the **Save** button. 
29.	Click the **My Career Goals** tab.
30.	**My Career Goals** are documented as **Met** or **Not Met.** ***They are not rated and do not figure in to your overall rating.*** You will choose Met or Not Met on your career goals.

Step	Action
31.	Click the **Overall Summary** tab. 
32.	The system will calculate your ratings and display the overall Employee Rating on the **Overall Summary** tab. If the overall summary rating shows as 0.00 click on the calculator to update the employee rating.
33.	Click the **Comments** tab if you want to add additional comments to your document.
34.	You have completed your self-review, but need to save your updates. Click the **Save** button.
35.	Click the **Complete** button.
36.	You are ready to finalize your self evaluation: Click the **Confirm** button. **Note**: *If you wanted to return to your document to add more comments you would click the Cancel button.*
37.	A message stating that you have successfully completed your evaluation should be displayed.
38.	Optional Step to view progress status update: Click the **Expand** button.
39.	The status of this step shows that it is in progress. Click the **Reload** button.
40.	The reload process has updated the status to complete.
41.	Congratulations! You successfully completed the **Conduct Self-Review** course. **End of Procedure.**