Where is my self-evaluation?

On your account's home page in the *My Tasks* section at the top.

If you do not see the item:

• Click on the *Evaluations* link in the left-hand menu and look in the *Perform Evaluations* subsection. Click on the **Evaluate** button.

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	# 🔺 P	rocess		 Title 	^	Туре	Unit Name 🔺	Faculty Under Review	^ Due ^	Creator ^	Actions ^
	1 20	20 COAS Annual Performan	ce Evaluation	Annual Evaluation Step 1: Faculty Se	lf-Evaluation	Annual Evaluation	English		2021-02-01 11:59pm	Weaver, David A	Evaluate

• You will then be taken to the main menu for 2020 where you can review your activity report and begin the self-evaluation by clicking on the **Evaluate** button in the *Actions* column.

An overview to completing/submitting your self-evaluation form can be found here: <u>https://www.boisestate.edu/ie-faculty180/resources/</u>faculty-resources/completing-your-annual-self-evaluation/