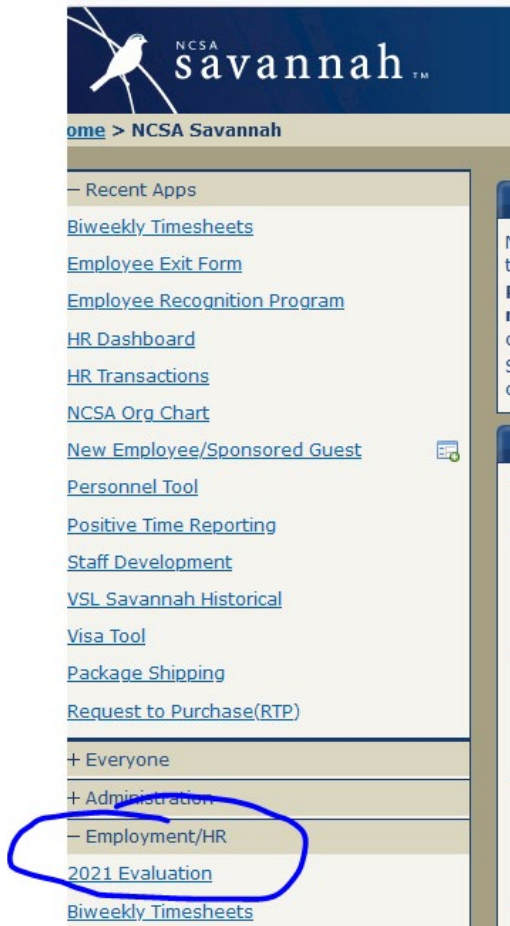


Job Aid

NCSA Self-Evaluation

Step-by-Step Instructions for Employees

1. Use your NCSA Kerberos credentials to login to NCSA Savannah
 - a. www.internal.ncsa.illinois.edu
2. Select “2021 Evaluation” under the Employment/HR tab in the Navigation on the left-hand side of the main page in NCSA Savannah.



3. Select “Start Your 2021 Evaluation” at the top of the page.

NCSA savannah™

Home > 2021 Evaluation

Navigation

[View All](#)

[Be sure to read your job description!](#)

--- Export ---

[Export as Excel](#)

Filters

[Clear Filters](#)

Status:

Only show me and the employees I manage directly:

2021 Evaluation

[Start Your 2021 Evaluation](#)

Your Employees Who Have Not Started The Evaluation

Unstarted Evaluations

Jana Lenz
Jennifer Barnhart
Devin Scheidemantel
Jewel Goodly
Ellen Longworth

2021 Evaluation

Zero records found

Upward Evaluation

If you wish to evaluate your manager, click [here](#) and fill out the form. The evaluation will then be sent to the appropriate Associate Director.

Stakeholder Evaluation

To request or review Stakeholder Evaluations, click [here](#).

HR Dashboard

Access the HR dashboard [here](#).

Questions? Problems? Feedback? Email MIS at mis@ncaa_illinois.edu.
[\[Log Out\]](#)

4. Read through the instructions at the top of the page, including the “How to Complete this Evaluation” and “Order of Operations” sections.
5. Complete the self-evaluation by adding your input in each of the fields labeled, “Employee input.”

1) List what you believe were the key elements of your job during the performance review period. Please use this section to add information that will highlight the most important aspects of your job during the review period, and not merely what is included in your most current job description/position profile.

Employee input:

Manager's comments: <To be completed by manager>

6. Add any awards, prizes, honors, and/or recognition you would like in Section 8.a.
 - a. You can add multiple awards if you would like; to do so, simply click on the green “plus sign” circled below.

8.a) Awards, Prizes, Honors, Recognition

Name Of Award:

Awarding Organization:

Date of Award: / /

No date entered.

7. Add any products shared with national and international communities, including, but not limited to, presentations and publications you would like in Section 8.b.
 - a. You can add multiple awards if you would like; to do so, simply click on the green “plus sign” circled below.

8.b) Products shared with national and international communities, including, but not limited to, presentations and publications

Name of Product:

Corresponding Details:

8. Add any campus involvement / service at Illinois or U of I System (i.e., committees and the like outside of NCSA) in Section 8.c.
 - a. You can add multiple awards if you would like; to do so, simply click on the green “plus sign” circled below.

▼ 8.c) Campus Involvement / Service at Illinois or U of I System (i.e., Committees and the like outside of NCSA)



Description of Service:

Role:

Hours Spent(approx.):

9. If you wish to attach any files / documents to your self-evaluation, you can do so at the bottom of the form.

Files: No file selected.

10. If you are unable to complete your self-evaluation in one sitting, you will have the ability to save and return to it at a later date/time by selecting "Save unsubmitted" at the bottom of the form; otherwise, you need only to select "Submit" form to complete the self-evaluation, at which point your manager will be notified via email of the form submission.