


Self-Evaluation Online Form Instructions for Employees

- Staff Evaluation Online form opens in **November**
- Self-Evaluations must be completed by **December 15th**
- Staff may access the form by logging in to myworkflows.semo.edu. You will be taken to the workflow home page
 - Select the “Login tab”, located at the top of the screen
 - Log in with your Southeast key and password
 - Select the “Human Resources” tab, located at the top of the screen
 - Select “Staff Self Evaluation”
- Once Logged in
 - Employee name, email, department, supervisor’s name, & supervisor’s email will auto-populate
 - Achievements, Improvements, Overall Performance Assessment, and Challenges will be noted on the online form. Employee will comment on these areas
- If you are not ready to submit, you may save your comments and return to form later by selecting the “Save for Later” button
 - This will save the form in your task list
 - You will receive a note at the bottom of the screen that states, “Save Successful”
 - If you “Save for Later” and would like to return to complete the form, you may:
 - Log in to myworkflows.semo.edu
 - Select the “Login tab”, located at the top of the screen
 - Log in with your Southeast key and password
 - Select the “My Task” tab, located at the top of the screen
 - Select “Task List”, under My Task tab
 - My Tasks will appear on the left part of the screen
 - Select the  icon, which allows you to access the “Staff Self Evaluation” task and complete the evaluation
 - Once the form is complete,
 - Check the “Yes” box to indicated that you are ready to submit your self-evaluation
 - Select the blue “Send to Supervisor” button
 - The form will then be routed to your supervisor
 - The supervisor and staff member will receive an email from no-reply@semo.edu with the completed self-evaluation