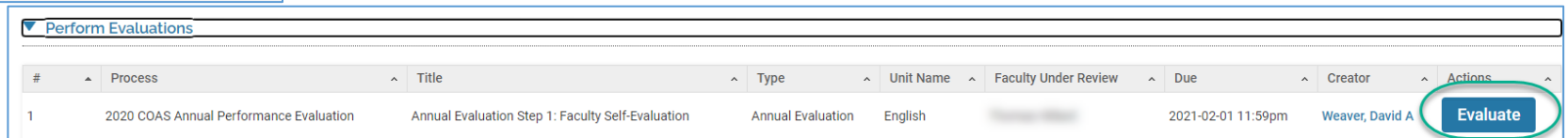
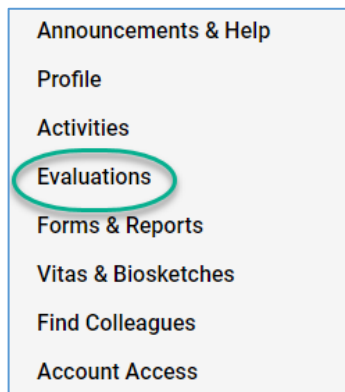


Where is my self-evaluation?

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.



A screenshot of a table titled 'Perform Evaluations'. The table has columns: #, Process, Title, Type, Unit Name, Faculty Under Review, Due, Creator, and Actions. The first row contains: 1, 2020 COAS Annual Performance Evaluation, Annual Evaluation Step 1: Faculty Self-Evaluation, Annual Evaluation, English, [blurred], 2021-02-01 11:59pm, Weaver, David A, and an 'Evaluate' button. The 'Evaluate' button is circled in green.

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	2020 COAS Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation	Annual Evaluation	English	[blurred]	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: <https://www.boisestate.edu/ir-faculty180/resources/faculty-resources/completing-your-annual-self-evaluation/>