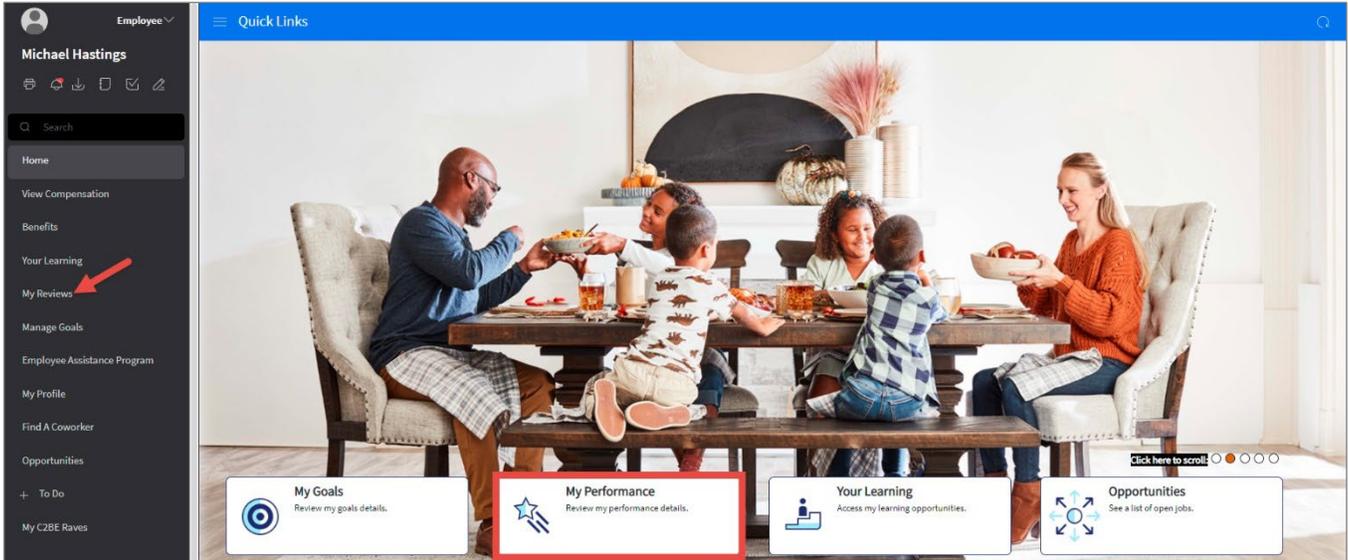


your SELF-SERVICE | Completing the Ashley Performance Self-Appraisal

Follow the steps outlined below to complete the self-appraisal.

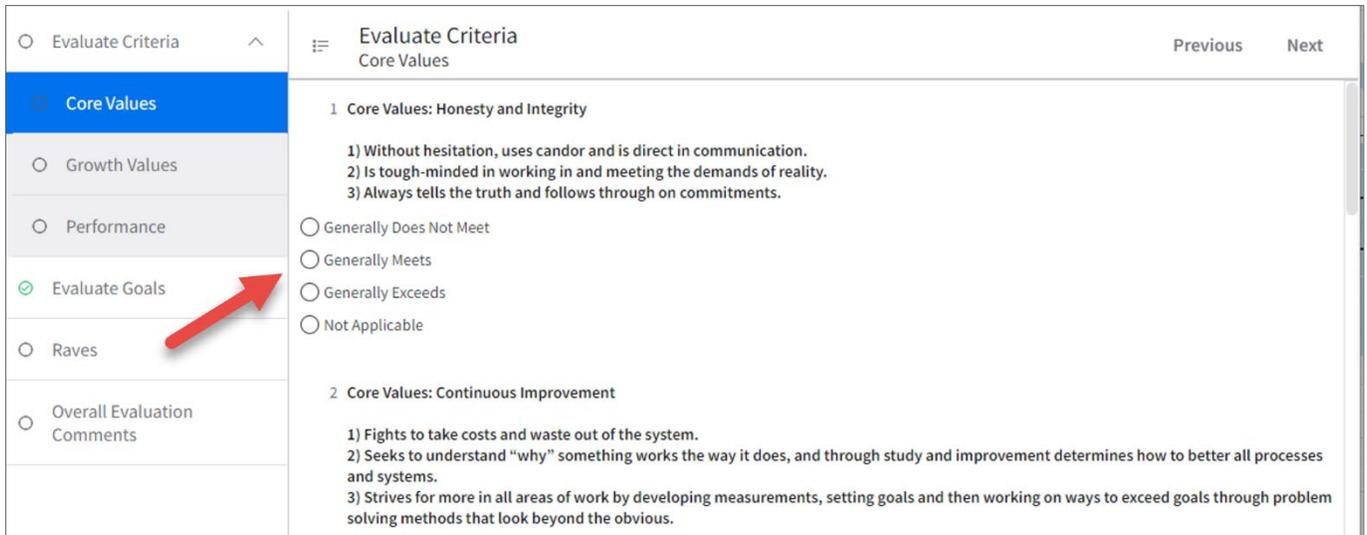
STEP 1: Log into Your Self-Service and click the **My Reviews** link on the left side of the screen or the **My Performance** option from the Home page scroll.



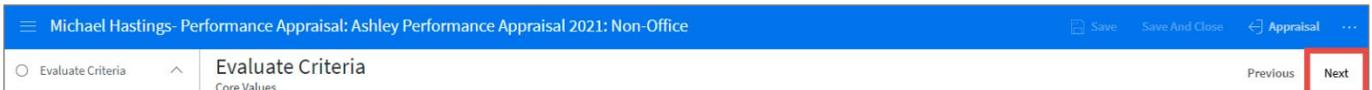
STEP 2: Place a check mark in the box next to the *Ashley Performance Appraisal* form and click the **Start Appraisal** link (or **Continue Appraisal** link if already in progress) in the upper right corner of the screen.



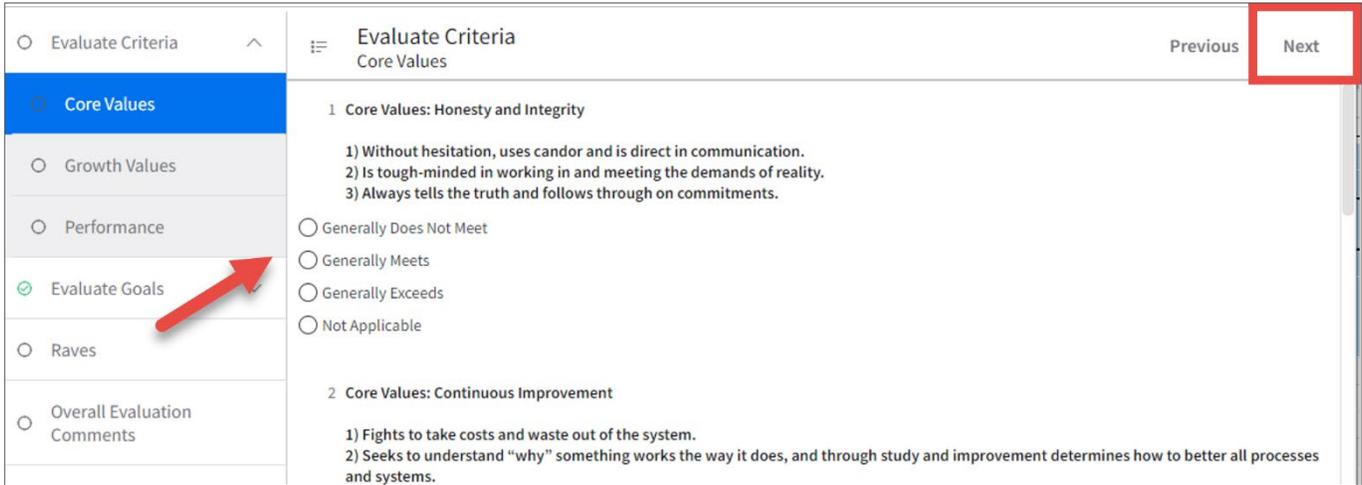
STEP 3: Read through each Core Value and click the **radio button** of the applicable rating from the listed options.



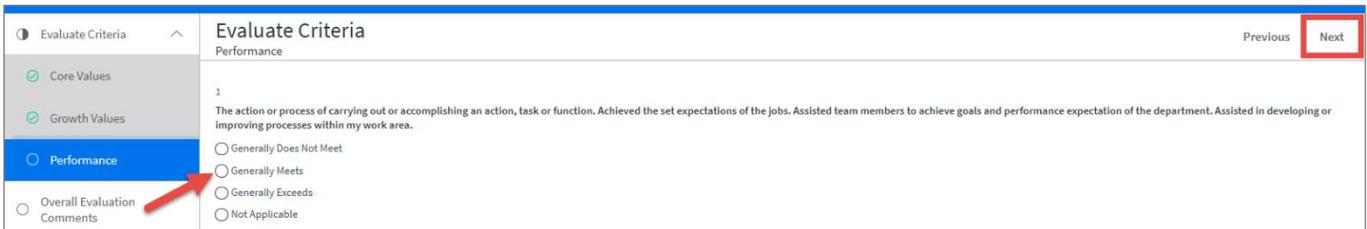
STEP 4: Click the **Next** link to advance to the *Growth Values* section. (*NOTE: Doing so will save your entered responses.)



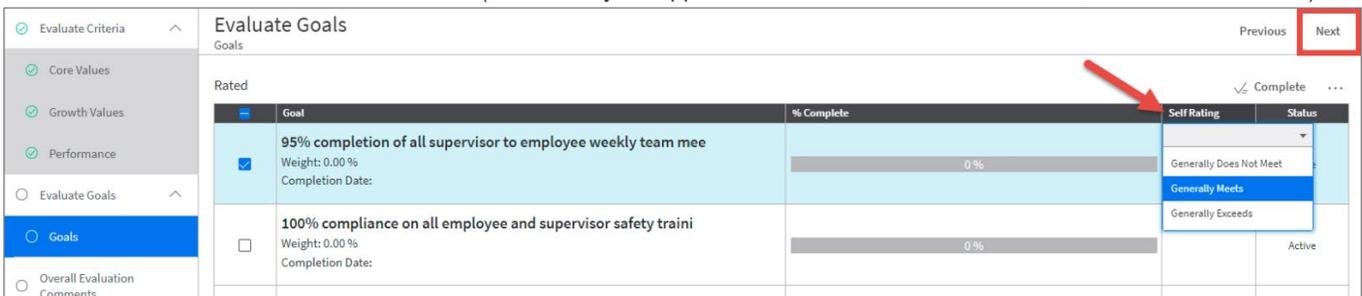
STEP 5: Use the same process outlined in **STEP 3** and **STEP 4** to complete the *Growth Values* evaluation criteria and advance to the next section.



STEP 6: Read through the *Performance* criteria and click the **radio button** of the applicable rating from the listed options. Click the **Next** link to advance to the next section.



STEP 7: If your form has a *Goals* section, click the **Self Rating** field and select the applicable rating for each listed goal. When you've selected a rating for each listed goal, click the **Next** link, in the upper right corner, to save your responses and advance to the *Overall Evaluation Comments* section. (*NOTE: If your appraisal does not have a *Goals* section, advance to **STEP 8**.)



Goal	% Complete	Self Rating	Status
<input checked="" type="checkbox"/> 95% completion of all supervisor to employee weekly team mee Weight: 0.00 % Completion Date:	0 %	Generally Meets	
<input type="checkbox"/> 100% compliance on all employee and supervisor safety traini Weight: 0.00 % Completion Date:	0 %		Active

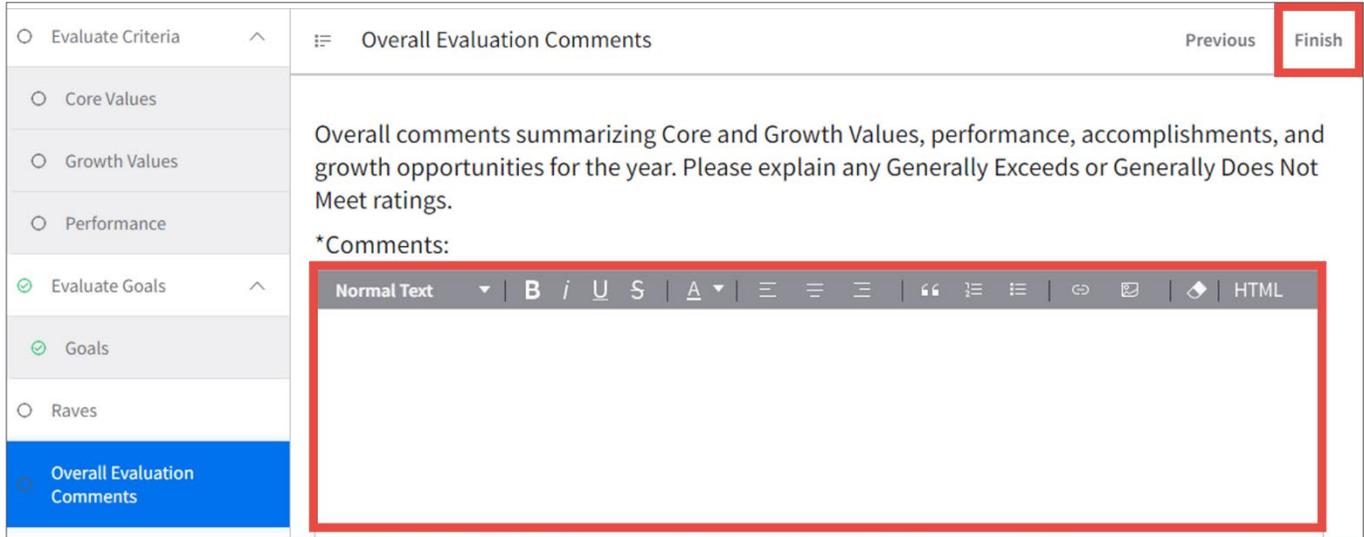
STEP 8: On the *Raves* tab, you can review all raves that were submitted for you for the current year. Once you have reviewed them, click **Next**.



Recognized By	Recognition Category
1/4/2023 Forman, Jonathan S.	Passion, Drive & Discipline
1/9/2023 Fuqua, Joseph	Boundaryless
2/9/2023 Garcia-Hall, Raquel M.	Boundaryless

Completing the Ashley Performance Self-Appraisal

STEP 9: Use the **Comments** field of the *Overall Evaluation Comments* section to provide a summary of your overall performance or to add any remaining self-appraisal information you would like your manager to consider. Then, click the **Finish** link located in the upper right corner of the screen.



Overall Evaluation Comments

Overall comments summarizing Core and Growth Values, performance, accomplishments, and growth opportunities for the year. Please explain any Generally Exceeds or Generally Does Not Meet ratings.

*Comments:

Normal Text | **B** | *i* | U | ~~S~~ | A | [List Icons] | [Link Icon] | [Image Icon] | HTML

Previous **Finish**

*NOTE: At any point in the process, you can click the **Save** or **Save and Close** icons (located in the upper right corner of the screen) to save your progress and return to complete the appraisal at another time.

STEP 10: To submit the document to your supervisor for review, place a check mark in the box located on the left side of your performance appraisal, and click the **Send to Manager** link in the upper right corner of the screen.



Appraisal Form	Status	Next Step	Period Begin	Period End	Estimated % Complete
<input checked="" type="checkbox"/> 2021 NON-OFFICE	In Progress	Appraisal is now complete	1/1/2021	12/31/2021	100 %

Performance Appraisals

Active Acknowledge Completed

Continue Appraisal **Send To Manager** View Full Appraisal ...