

# Scoring Your Self Appraisal

## 1. Select Score Appraisal from the Home page

To score your self appraisal login to Trakstar. Please note that scoring will only be allowed during your companies designated scoring window.

The screenshot shows the Trakstar Home page for user Phylis Lapin. The page features a navigation menu on the left with options for Home, Appraisals, and My Notes. The main content area displays 'My Appraisals' with a 'Current Appraisal' card. This card includes the due date (4/29/2016), the appraisal period (9/29/1983 - 4/29/2016), and a prominent 'Score Appraisal' button highlighted with a yellow border.

## 2. Select a level from the rating scale

You will select a rating for all Competencies and Goals on your appraisal to indicate your

The screenshot displays the 'Annual Appraisal for Phylis Lapin' form. The 'Core Values' section is active, showing a progress bar at 50% and a 'Judgment' score of 33.3%. Below the score, a rating scale is visible with five options: Not Effective, Minimally Effective, Effective, Highly Effective, and Exceptional. The 'Highly Effective' option is highlighted with a yellow border. The form also includes a 'Send to Manager' button, a 'Comments (0)' section with an input field, and a right-hand sidebar with various metrics like 'Core Values', 'Goals', 'Questions', and 'Overall Score'.

### 3. Add a Comment

Make sure to save your work by selecting **Add this comment**.

**Judgment** 33.3%

Able to make decisions that are sound, accurate, timely and supported by the reasoning and inclusion of others.

Not Effective	Minimally Effective	Effective	Highly Effective	Exceptional
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Initiates decision-making both authoritatively and wisely, after exploring various courses of action. Includes the appropriate people in the decision-making process.

^ **Comments (0)**

**Phylis Lapin**

T Bold
T Italic
☰ Bullets
☰ Numbers

I believe that my judgment is sound and that I always am able to make the correct choice in difficult situations.

Cancel
Attach a file
Add this comment

### 4. Answer any questions on the Appraisal

**Questions** 0%

**Strengths & Weaknesses**

Describe at least 2 of your strengths. Then, describe at least 2 areas you have room for improvement.

^ **Answers (0)**

**Phylis Lapin**

T Bold
T Italic
☰ Bullets
☰ Numbers

I believe that my strengths are that I am a good listener and am always able to help out. I could use some improvement when it comes to staying on task and getting to work on time. I look forward to addressing these in the coming year.

Cancel
Attach a file
Add this comment

## 5. Submit your Self Appraisal by selecting Send to Manager

You will only be able to submit your Self Appraisal once all competencies have been scored and all questions have been answered.

✓ Scoring Complete

Phylis Lapin Self Appraisal Form

### Annual Appraisal for Phylis Lapin

**Position Description**  
Position Description

[Manage Goals and Notes](#)

0 Unscored Competencies
 0 Unanswered Questions

Send to Manager

**Core Values** 50%

**Judgment** 33.3%

Able to make decisions that are sound, accurate, timely and supported by the reasoning and inclusion of others.

Not Effective
Minimally Effective
Effective
Highly Effective
Exceptional

Initiates decision-making both authoritatively and wisely, after exploring various courses of action. Includes the appropriate people in the decision-making process.

**Lapin, Phylis**

**PERIOD** 9/29/1983 - 4/29/2016

**EMPLOYEE SCORE** 3.33

**APPRAISAL DUE DATE** 4/29/2016

[More](#)

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**Core Values** 3.33

Judgment	4
Communication	2
Innovation	4

**Goals**

**Questions** -

Strengths & Weaknesses ✓

Company Feedback ✓

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**Overall Score** 3.33

## 6. Confirm your submission

Once you submit your self appraisal to your manager you can no longer make changes.

✓ Scoring Complete

Phylis Lapin Self Appraisal Form

### Annual Appraisal for Phylis Lapin

**Position Description**  
Position Description

[Manage Goals and Notes](#)

**Lapin, Phylis**

**PERIOD** 9/29/1983 - 4/29/2016

**EMPLOYEE SCORE** 3.33

**APPRAISAL DUE DATE** 4/29/2016

[More](#)

Are you sure you want to send your self-appraisal to the manager? You will not be able make changes.

No
Yes

