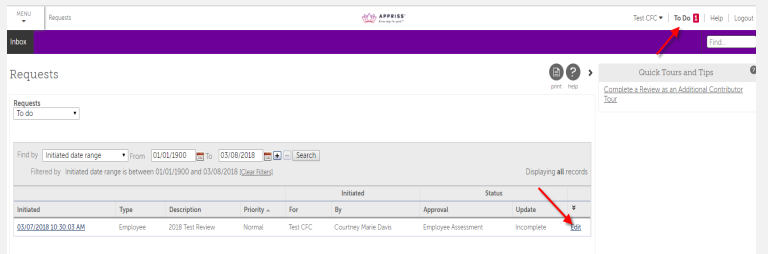
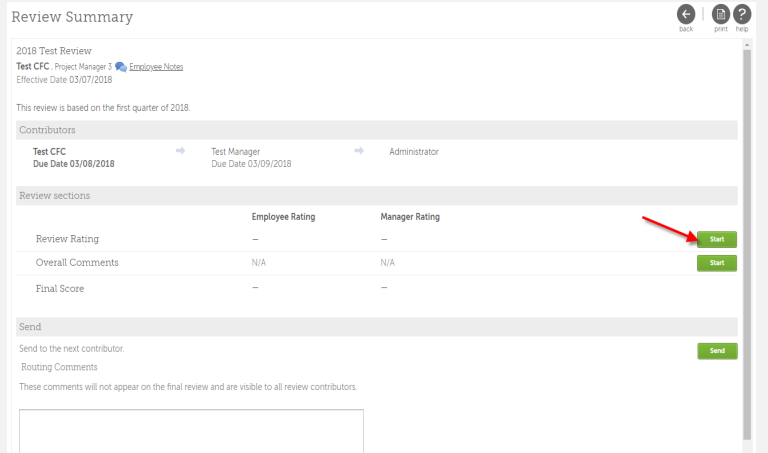


# Completing an Employee Self Evaluation

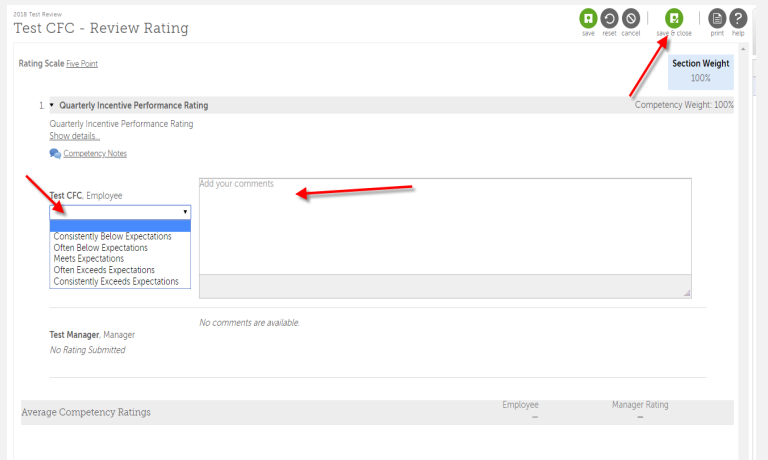
1. Log into UltiPro at <https://ew31.ultipro.com/> and look towards the top right of the screen where the **To Do** icon is located. Select that icon. Once on the page, select **Edit** next to the **Employee Assessment**.



2. Once in the evaluation, select **Start** next to the **Review Rating** to input your review score.



3. Select your score from the drop-down list and enter any comments that support your rating score. Once complete, choose **Save & Close**.



4. You will then be directed back to the **Review Summary** and select **Send** at the bottom of the screen to send the review to the next contributor.

