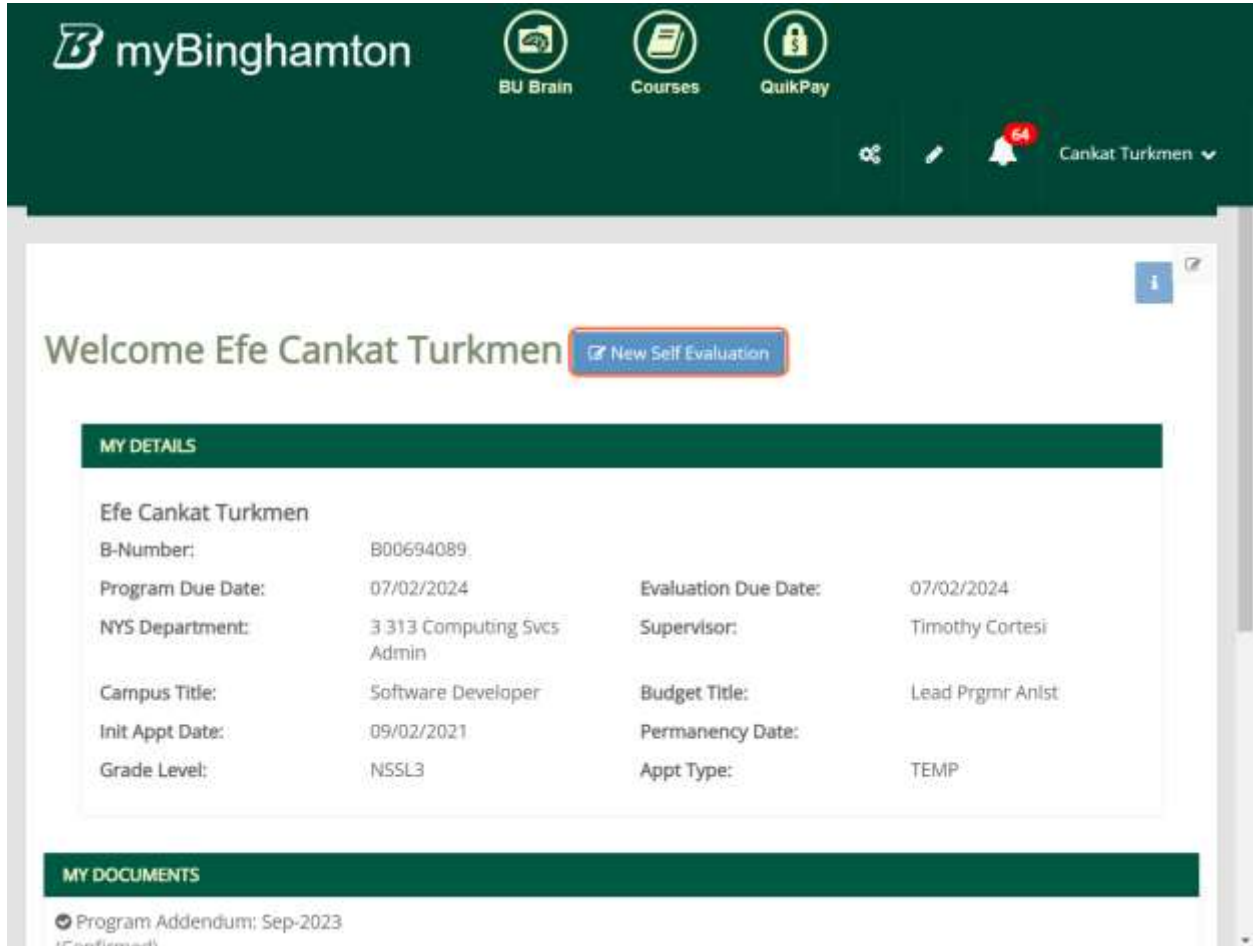


Self Evaluation

Step 1

Click on the New Self Evaluation on the home page.



Step 2

Fill the sections

The screenshot shows the myBinghamton website interface. At the top, there is a dark green header with the myBinghamton logo and navigation icons for BU Brain, Courses, and QuikPay. On the right side of the header, there are icons for settings, a pencil, a notification bell with a red '64' badge, and the user name 'Cankat Turkmen'. Below the header, there are three tabs: 'LATEST', 'CURRENTLY SELECTED', and 'FUTURE'. The main content area is titled 'Self Evaluation Form' and contains an 'INSTRUCTIONS' section. The instructions state that the form is voluntary and intended to assist professional employees in their annual evaluation. It lists areas to address, such as successes, areas for improvement, and goals. It also notes that the form should be discussed with a supervisor and that content will not be visible until submitted. Below the instructions is a 'SELF-EVALUATION' section with a rich text editor toolbar and a large text input field. At the bottom of the form, there are buttons for 'Submit', 'Save', and 'Revert Changes'. A green success message box in the bottom right corner reads 'Success Successfully Processed'.

Step 3 (optional)

If you would like to revert changes you've done on this session please click on the Revert Changes button at the bottom

After this action, the status of the document will be "Approved"

The screenshot shows the myBinghamton web interface. At the top, there are navigation icons for BU Brain, Courses, and QuikPay. The user's name, Cankat Turkmen, is visible in the top right corner. The main content area is titled "Self Evaluation Form" and includes an "INSTRUCTIONS" section. The instructions state that the form is voluntary and used for annual evaluations, covering areas of success, areas for improvement, and goals. Below the instructions is a "SELF-EVALUATION" section with a rich text editor. At the bottom of the form, there are buttons for "Submit", "Save", and "Revert Changes". A green success message at the bottom right reads "Success Document Successfully Updated".

Submitting the document will automatically send an e-mail to the supervisor, and cc the employee.

