**Instructions for Employees to Confirm Evaluation and Add Comments** (* = required fields that must be completed)

1. Log in as Employee. If not logged in as Employee, select change user type to Employee.
2. Under Evaluations, Click ‘Active Evaluations’
3. Click ‘View’
4. Then click 'Edit'
5. Select ‘Overall Rating Comments’ tab.
6. Enter ‘Employee Comments’
7. Scroll to the bottom of the page and select ‘View Evaluation Summary,’ then select ‘Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations’ next select ‘Continue’ and finally select ‘Confirm.’
Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Confirm evaluation reviewed/discussed with supervisor & agree to abide with employee expectations.

Go Back    Confirm