Instructions for Employees Initial Review of Evaluations(* = 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 ‘Go to Tab View.’ You will not be able to add comments at this time. This is your opportunity to review your evaluation prior to the face-to-face discussion with your supervisor.
5. Read each page of the evaluation. Select ‘Continue to Next Page’ to move through evaluation.
6. Once you have reviewed each page of the evaluation, select 'Return Evaluation to Supervisor for Employee Discussion,' next select 'Continue' and finally select 'Confirm.'
Welcome Laura Smith. You are logged in.
Your Current Group: Employee.

Wednesday, April 7, 2010

Confirm Change Evaluation Status

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

Evaluation Status

Return Evaluation to Supervisor for Employee Discussion

[GO BACK] [CONFIRM]