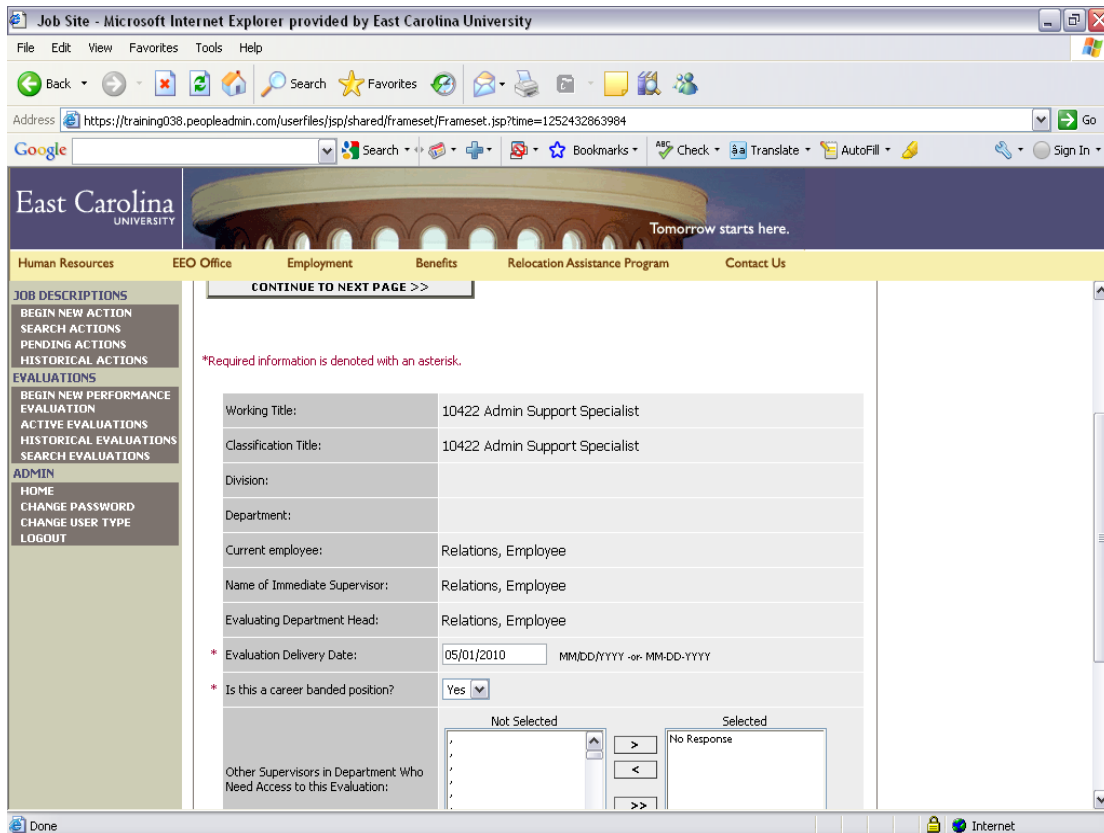


People Admin Final Evaluations Instructions (* = required fields that must be completed)

Login to PeopleAdmin: <http://ecu.peopleadmin.com/hr>

1. Log in as supervisor. If not logged in as supervisor, select change user type to supervisor.
Note: If you serve as **both** Supervisor and Evaluating Department Head for an employee, you may log in as Evaluating Department and complete the evaluation. (This eliminates the previous duplication of sending it back and forth to yourself.)
 2. Under Evaluation, Click 'Begin New Performance Evaluation'
Note: If you have already saved/activated an evaluation, select "Active Evaluations from the Evaluation section in the left hand column. You will then click "View" beside the appropriate employees name. You will then click the "Edit" link and then "Continue to Next Page" to complete the evaluation. (You can then skip to #7 below.)
 3. Select the evaluation type you would like to do (Final) by clicking 'Start Action'
 4. Use the search criteria to find the employee you will be evaluating. You can search by position # or seated employee. Click search.
 5. Select 'Start Action' to begin performance evaluation/competency assessment.
 6. On the first page, 'Evaluation Details' insert the evaluation delivery date (the evaluation delivery date should be the date that you expect to have the face-to-face discussion with the employee), answer the 'Is this a career banded position?', select other supervisors in the department who need access to this evaluation. Click 'Continue to next page'.
- **NOTE:** If you need to save the evaluation before it is completed, scroll to the bottom of the page you are working on, select **Preview Evaluation** or **View Evaluation Summary**, as applicable, which is located at the bottom of each page. You will then select **Continue**, and finally select **Confirm**. Make sure all required fields are completed. To access a saved (or previously activated) evaluation, select **Active Evaluations** from the Evaluation section in the left hand column.



7. On the 'Core Work Values' page, insert ratings and comments for each of the 7 core work values. Click 'Continue to next page.'

Job Site - Microsoft Internet Explorer provided by East Carolina University

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://training038.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1252423518447

Google Search Bookmarks Check Translate AutoFill Sign In

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Human Resources EEO Office Employment Benefits Relocation Assistance Program Contact Us

JOB DESCRIPTIONS
 BEGIN NEW ACTION
 SEARCH ACTIONS
 PENDING ACTIONS
 HISTORICAL ACTIONS

EVALUATIONS
 BEGIN NEW PERFORMANCE EVALUATION
 ACTIVE EVALUATIONS
 HISTORICAL EVALUATIONS
 SEARCH EVALUATIONS

ADMIN
 HOME
 CHANGE PASSWORD
 CHANGE USER TYPE
 LOGOUT

hours.

Compliance

- Complies with any university- and/or departmental-specific programs, related policies and procedures, guidelines, expectations, etc. (including performance and conduct) as well as standards of safety, accreditation, and other regulations.
- Identifies and reports in good faith potential incidents of noncompliance to supervisor or other appropriate officer.

* Rating:

Outstanding - Is pro-active in ensuring compliance in all areas. Meets all standards as indicated above and is seen as a resource for compliance. Is pro-active and takes initiative in the development/improvement of processes to ensure compliance.
 Exceeds Expectations - Meets all standards above on a consistent basis.
 Meets Expectations - Meets the majority of the standards above on a consistent basis.
 Below Expectations - Is not in compliance the majority of the time.
 Unsatisfactory - Seldom in compliance. Lack of compliance has created significant negative impact for the unit/department. Has received disciplinary action related to this standard.
 No Response

Laura always complies with university and departmental programs, policies, procedures, guidelines and expectations. Laura does not hesitate to come to me if she feels there have been incidents of noncompliance.

Done Internet

8. On the ‘Supervisor/Managerial Core Work Values’ page, do not insert comments for employees who are not supervisors. If the employee is a supervisor, you will need to insert ratings and make comments for each of the 3 supervisor/managerial core work values. Click ‘Continue to next page.’

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The address bar shows the URL: <https://training038.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1252423518447>. The page header features the East Carolina University logo and navigation tabs: Human Resources, EEO Office, Employment, Benefits, Relocation Assistance Program, and Contact Us. A sidebar on the left contains menu items under 'JOB DESCRIPTIONS', 'EVALUATIONS', and 'ADMIN'. The main content area has a breadcrumb trail: Evaluation Details > Core Work Values > Supervisor/Managerial Core Work Values. Below the breadcrumb are buttons for '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. A text block explains that this section is for supervisory/managerial positions. A red asterisk note indicates that required information is denoted with an asterisk. The 'Human Resources Management' section lists several responsibilities:

- Approves work schedules and oversees daily operations.
- Participates in the hiring process.
- Responsible for new staff orientation.
- Conducts all performance appraisals/competency assessments in a timely manner in accordance with policy.
- Participates in personnel coaching, counseling, and implements performance improvement/career development plans as needed.
- Promotes a positive, motivating environment support of staff retention.
- Manages staff behavior and timely resolves issues, individually and within the department.

 At the bottom, there is a rating dropdown menu with 'Outstanding' selected, with a description: 'Always meets above standards. Seen as resource/mentor for others in this area.'

9. On the 'Performance Evaluation' page, for each job responsibility/duty, click edit and insert ratings and comments for that job duty, click save changes. You will need to do this for each of the job duties, and then click 'Continue to next page.'

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Address <https://training038.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1252423518447>

Google Search

East Carolina UNIVERSITY Tomorrow starts here.

Human Resources EEO Office Employment Benefits Relocation Assistance Program Contact Us

JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
HISTORICAL ACTIONS
EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS
SEARCH EVALUATIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Duties:	Correspondence and Document Preparation-Letters and memoranda are to be prepared as directed and within designated timeframe. Word processed documents prepared according to unit standards with documents returned no more than two times with document error. Use specialized, i.e., Microsoft Office products, to produce reports and documents, as needed. Compile and prepare documents by deadline
Percent of total time:	5
How Performance is Measured:	Supervisor Observation and Feedback
Rating:	<input type="radio"/> Outstanding <input checked="" type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Below Expectations <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable <input type="radio"/> No Response
Comments:	Laura is very skilled in composition. She does a great job composing memos when needed. She keeps her job manual up-to-date. She does a great job when working with Microsoft Office programs such as Word, Excel, and

SAVE CHANGES

Done Internet



- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- HISTORICAL ACTIONS
- EVALUATIONS**
- BEGIN NEW PERFORMANCE EVALUATION
- ACTIVE EVALUATIONS
- HISTORICAL EVALUATIONS
- SEARCH EVALUATIONS
- ADMIN**
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

✓ The entry has been edited.

When you are finished editing your entries, you may go to the next page by clicking "Continue to Next".

To add ratings and comments: Click the **Edit** link for the specific entry.
 To view an Entry: Click the **View** link for the specific entry.

Please note that a **disciplinary action (including written warnings)** is made **inactive** when an employee receives an overall rating on their performance evaluation that is "Meets Expectations" or better and the area cited in the disciplinary action is rated at "Meets Expectations" or better.

Existing Entries

6 Records

Description of job responsibility/duty:	Percent of total time:	Rating:	Comments:
<p>Correspondence and Document Preparation-Letters and memoranda are to be prepared as directed and within designated timeframe. Word processed documents prepared according to unit standards with documents returned no more than two times with document error. Use specialized, i.e., Microsoft Office products, to produce reports and documents, as needed. Compile and prepare documents by deadline</p> <p>View Edit</p>	5	Exceeds Expectations	Laura is very skilled in composition. She does a great job composing memos when needed. She keeps her job manual up-to-date. She does a great job when working with Microsoft Office programs such as Word, Excel, and PowerPoint.
General Office Procedures-Determine what supplies,			


Job Site - Microsoft Internet Explorer provided by East Carolina University

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop

Address <https://training038.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1252423518447> Go Links

Google Search Bookmarks Check Translate AutoFill Sign In


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[Human Resources](#)
[EEO Office](#)
[Employment](#)
[Benefits](#)
[Relocation Assistance Program](#)
[Contact Us](#)

JOB DESCRIPTIONS

BEGIN NEW ACTION

SEARCH ACTIONS

PENDING ACTIONS

HISTORICAL ACTIONS

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

SEARCH EVALUATIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Functional Competency:	Communication - Verbal
Contributing Description:	Communicates information clearly to staff, clients, and/or public about services, processes, and procedures using prescribed or established guidelines. Applies judgment in releasing confidential information or to whom to refer questions.
Journey Description:	Presents ideas in a clear, concise, organized manner. Explains and interprets programs, policies and procedures to meet the specific needs of staff and clients. Advises program staff/clients in all matters related to program operations.
Advanced Description:	Interprets guidelines, answers inquiries and advises others regarding processes, services, and operations as applied to non-standard situations. Communicates expectations to other employees, which may include formal/informal training.
Competency level of this position:	Contributing
* Employee Competency Level:	<input type="text" value="Contributing"/>
Final Results:	Employee communicates with all external on-campus departments and responds to inquiries, requests, etc. She screens calls for the ERSD staff or refer to the appropriate individual based on her knowledge of departmental assignments.

* Indicate specific activities, reports, work, etc. the employee does that demonstrates and supports the competency requirement based on the duties described in the job description. Avoid verbiage that is performance or behavioral in nature.

Done Internet

11. On the 'Overall Comments' page, insert overall performance ratings and comments, select overall employee competency level, answer question "has competency level of this employee changed?," and insert overall competency comments. Click 'Continue to next page.'

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application for East Carolina University. The browser's address bar shows the URL: <https://training038.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1252432863984>. The page header features the East Carolina University logo and the slogan "Tomorrow starts here." Below the header is a navigation bar with links for Human Resources, EEO Office, Employment, Benefits, Relocation Assistance Program, and Contact Us. A sidebar on the left contains a menu with categories: JOB DESCRIPTIONS (BEGIN NEW ACTION, SEARCH ACTIONS, PENDING ACTIONS, HISTORICAL ACTIONS), EVALUATIONS (BEGIN NEW PERFORMANCE EVALUATION, ACTIVE EVALUATIONS, HISTORICAL EVALUATIONS, SEARCH EVALUATIONS), and ADMIN (HOME, CHANGE PASSWORD, CHANGE USER TYPE, LOGOUT). The main content area has two buttons: "<< RETURN TO PREVIOUS" and "CONTINUE TO NEXT PAGE >>". Below these buttons is a paragraph of text: "Please note that a **disciplinary action (including written warnings)** is made **inactive** when an employee receives an overall rating on their performance evaluation that is "Meets Expectations" or better and the area cited in the disciplinary action is rated at "Meets Expectations" or better." Below this text is a note: "*Required information is denoted with an asterisk." The main content area is divided into two sections. The first section is titled "Overall Performance Rating" and contains a form with a label "Overall Performance Rating:" followed by a list of radio button options: Outstanding, Exceeds Expectations (selected), Meets Expectations, Below Expectations, Unsatisfactory, Not Applicable, and No Response. Below the rating options is a link: "Click for Ratings Definitions." The second section is titled "Overall Performance Comments:" and contains a text area with the following text: "Laura is a great asset to the ER/SD unit. She constantly displays professionalism in dealing with all customers. Laura is a team player and readily assists others when needed. Laura is a very dependable employee. I look forward to having Laura in our unit for the upcoming year." The browser's status bar at the bottom shows "Done" and "Internet".

- On the 'Attach Documents' page, if you have a document to attach, click attach, then browse to find the document on your computer, click attach, click confirm. Click 'Continue to next page.'

Job Site - Microsoft Internet Explorer provided by East Carolina University

Address: <https://training038.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1252423518447>

East Carolina UNIVERSITY
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Human Resources | EEO Office | Employment | Benefits | Relocation Assistance Program | Contact Us

• Welcome **Employee Relations**. You are logged in. Tuesday, September 8, 2009
Your Current Group: Supervisor.

Create SPA - Final Performance Evaluation & Competency Assessment

Evaluation Details	Core Work Values	Supervisor/Managerial Core Work Values	Performance Evaluation	Competency Assessment	Overall Rating Comments	Attach Documents	Career Development
4 Records							
Attach / Remove	Document Type		Attached Document				
Attach	Weighting Verification		Not Attached				
Attach	Department-Specific Standards		Not Attached				
Attach	Miscellaneous		Not Attached				
Attach	Secondary Employment Document		Not Attached				

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

Done Internet



- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- HISTORICAL ACTIONS
- EVALUATIONS**
- BEGIN NEW PERFORMANCE EVALUATION
- ACTIVE EVALUATIONS
- HISTORICAL EVALUATIONS
- SEARCH EVALUATIONS
- ADMIN**
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

• Welcome **Employee Relations**. You are logged in. Tuesday, September 8, 2009
Your Current Group: Supervisor.

Create SPA - Final Performance Evaluation & Competency Assessment

Evaluation Details	Core Work Values	Supervisor/Managerial Core Work Values	Performance Evaluation	Competency Assessment	Overall Rating Comments	Attach Documents	Career Development
------------------------------------	----------------------------------	--	--	---------------------------------------	---	-------------------------	------------------------------------

[Return to Previous](#)

Please choose one of the following methods to associate a document.

Upload a new document:

Browse below to select a document to associate.

File:

Paste a new document:

- On the 'Career Development' page, click add new entry, select career development category, insert goal and/or expectation, insert resources/support needed, insert projected due date, click add entry. You can repeat this process for however many career development records you need. Click 'Continue to next page.'

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer provided by East Carolina University". The address bar shows the URL: <https://training038.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1252423518447>. The page header includes the East Carolina University logo and the slogan "Tomorrow starts here." Below the header is a navigation bar with links for Human Resources, EEO Office, Employment, Benefits, Relocation Assistance Program, and Contact Us.

The main content area is titled "Create SPA - Final Performance Evaluation & Competency Assessment". It features a sidebar on the left with the following sections:

- JOB DESCRIPTIONS**
 - BEGIN NEW ACTION
 - SEARCH ACTIONS
 - PENDING ACTIONS
 - HISTORICAL ACTIONS
- EVALUATIONS**
 - BEGIN NEW PERFORMANCE EVALUATION
 - ACTIVE EVALUATIONS
 - HISTORICAL EVALUATIONS
 - SEARCH EVALUATIONS
- ADMIN**
 - HOME
 - CHANGE PASSWORD
 - CHANGE USER TYPE
 - LOGOUT

The main content area contains the following text:

When you are finished adding your entries, you may go to the next page by clicking "Save and Continue to Next".

To Add A New Entry: Click the **Add New Entry** button.
 To Edit An Entry: Click the **Edit** link for the specific entry.
 To View An Entry: Click the **View** link for the specific entry.
 To Delete An Entry: Click the **Delete** link for the specific entry.

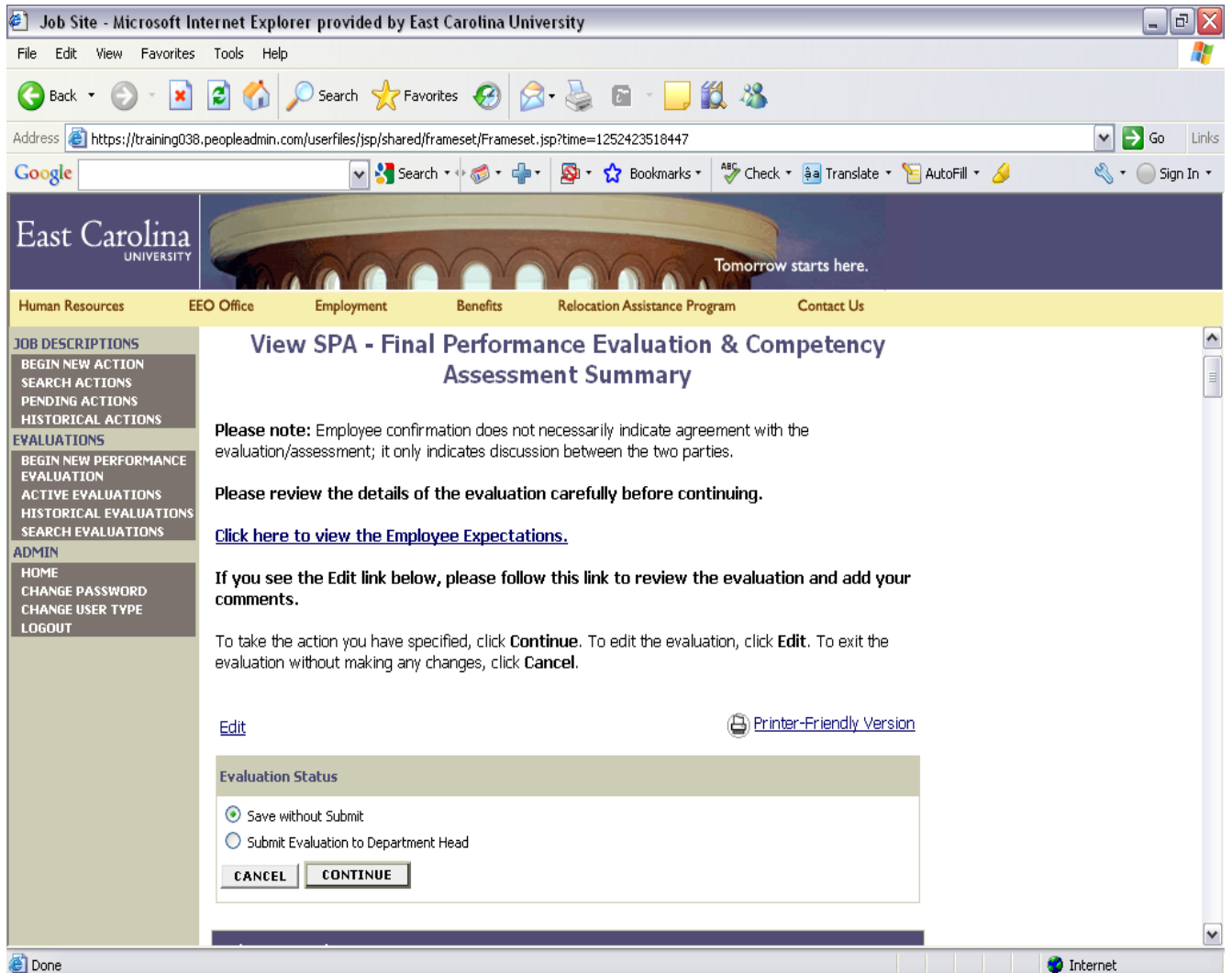
Existing Entries

1 Record

Career Development Category	Career Development Plan	Projected Due Date
<input checked="" type="checkbox"/> Career Development Category Core Work Value	<input checked="" type="checkbox"/> Career Development Plan Set up Microsoft Access database for exit interview questionnaires. View Edit Delete	<input checked="" type="checkbox"/> Projected Due Date 09-2010

At the bottom of the main content area, there is an "ADD NEW ENTRY" button.

14. Select 'Submit evaluation to Department Head'. Click continue, and then confirm.



15. Department Head reviews evaluation and either returns to Supervisor for editing, or Approves the evaluation (which returns the evaluation back to Supervisor).

16. Supervisor clicks on 'Send to Employee for Initial Review'. This allows the employee to review the evaluation prior to the face-to-face discussion.

17. Employee returns evaluation to Supervisor for Employee Discussion. This allows the Supervisor to make any appropriate revisions to the evaluation based on the evaluation discussion.

18. Supervisor clicks "Send to Employee for Certification and Comments."

- Employee reviews completed evaluation by clicking on the “Edit” link, and reviewing the tabs. Employee can add his/her comments by selecting the Overall Ratings Comments tab and entering comments in the Employee Comments field.

ECU HR Site - Microsoft Internet Explorer provided by East Carolina University

https://training038.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1270126876651

File Edit View Favorites Tools Help

ECU HR Site

East Carolina UNIVERSITY Tomorrow starts here.

Human Resources EEO Office Employment Benefits Relocation Assistance Program Contact Us

JOB DESCRIPTIONS
 BEGIN NEW ACTION
 SEARCH ACTIONS
 PENDING ACTIONS
 SEARCH POSITIONS

EVALUATIONS
 BEGIN NEW PERFORMANCE EVALUATION
 ACTIVE EVALUATIONS
 HISTORICAL EVALUATIONS
 SEARCH EVALUATIONS

ADMIN
 HOME
 CHANGE PASSWORD
 CHANGE USER TYPE
 LOGOUT

Please review the details of the evaluation carefully before continuing.

[Click here to view the Employee Expectations.](#)

If you see the **Edit** link below, please follow this link to review the evaluation and add your comments.

To take the action you have specified, click **Continue**. To edit the evaluation, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save
 Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations.
 Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations.

CANCEL **CONTINUE**

Evaluation Details

Working Title:	10422 Admin Support Specialist
Classification Title:	10422 Admin Support Specialist
Division:	
Department:	220161 AF Employee Relations
Current employee:	Smith, Laura
Name of Immediate Supervisor:	Smith, Laura

Internet 100%

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ECU HR Site

Human Resources EEO Office Employment Benefits Relocation Assistance Program Contact Us

East Carolina UNIVERSITY Tomorrow starts here.

Assessment

Evaluation Details	Core Work Values	Supervisor/Managerial Core Work Values	Performance Evaluation	Competency Assessment	Overall Rating Comments	Attach Documents	Career Development	Notes/History																																																																																	
<input type="button" value="CONTINUE TO NEXT PAGE >>"/>																																																																																									
<p><i>*Required information is denoted with an asterisk.</i></p> <table border="1"> <tr> <td>Working Title:</td> <td colspan="8">10422 Admin Support Specialist</td> </tr> <tr> <td>Classification Title:</td> <td colspan="8">10422 Admin Support Specialist</td> </tr> <tr> <td>Division:</td> <td colspan="8"></td> </tr> <tr> <td>Department:</td> <td colspan="8">220161 AF Employee Relations</td> </tr> <tr> <td>Current employee:</td> <td colspan="8">Smith, Laura</td> </tr> <tr> <td>Name of Immediate Supervisor:</td> <td colspan="8">Smith, Laura</td> </tr> <tr> <td>Evaluating Department Head:</td> <td colspan="8">Smith, Laura</td> </tr> <tr> <td>* Evaluation Delivery Date:</td> <td><input type="text" value="05/01/2010"/></td> <td colspan="7">MM/DD/YYYY or MM-DD-YYYY</td> </tr> <tr> <td>* Is this a career banded position?</td> <td colspan="8"><input checked="" type="radio"/> Yes <input type="radio"/> No</td> </tr> </table>									Working Title:	10422 Admin Support Specialist								Classification Title:	10422 Admin Support Specialist								Division:									Department:	220161 AF Employee Relations								Current employee:	Smith, Laura								Name of Immediate Supervisor:	Smith, Laura								Evaluating Department Head:	Smith, Laura								* Evaluation Delivery Date:	<input type="text" value="05/01/2010"/>	MM/DD/YYYY or MM-DD-YYYY							* Is this a career banded position?	<input checked="" type="radio"/> Yes <input type="radio"/> No							
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Internet 100%

20. Employee completes evaluation by reviewing each page. The last page is where the Employee will click the “Confirm evaluation reviewed/discussed with supervisor and agree to abide with Employee Expectations.” Then click on “Continue” and then “Confirm.”

The screenshot shows a web browser window titled "ECU HR Site - Microsoft Internet Explorer provided by East Carolina University". The address bar displays the URL: <https://training038.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1270126876651>. The browser interface includes standard menu items (File, Edit, View, Favorites, Tools, Help) and a search bar.

The website header features the East Carolina University logo and the tagline "Tomorrow starts here." Below the header is a navigation menu with links for Human Resources, EEO Office, Employment, Benefits, Relocation Assistance Program, and Contact Us.

The main content area displays a welcome message for Laura Smith, logged in as a Supervisor, dated Thursday, April 1, 2010. The primary heading is "View SPA/CSS - Final Performance Evaluation & Competency Assessment Summary".

Key instructions on the page include:

- Please note:** Employee confirmation does not necessarily indicate agreement with the evaluation/assessment; it only indicates face to face discussion between the two parties.
- Please review the details of the evaluation carefully before continuing.**
- A link to [Click here to view the Employee Expectations.](#)
- A note: **If you see the Edit link below, please follow this link to review the evaluation and add your comments.**
- Instructions: To take the action you have specified, click **Continue**. To edit the evaluation, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

At the bottom of the main content area, there is an "Evaluation Status" section with three radio button options:

- Save
- Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations.
- Confirm evaluation reviewed/discussed with supervisor & agree to abide with Employee Expectations.

Below the radio buttons are two buttons: "CANCEL" and "CONTINUE".

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

21. Evaluation is completed and will be saved under Historical Evaluations.