AstateJobs

Annual Evaluation Guide

https://jobs.astate.edu/hr

Arkansas State University Office of Human Resources 870-972-3454

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Annual Evaluations

Annual Performance Evaluations are available for all employees who have been with the university for more than 6 months through the AstateJobs system. Annual evaluations must be finalized by May 1. The evaluation process provides the opportunity for supervisors and employees to review specific information on performance, to determine what priorities for performance should be, and to set future goals for development. The system provides the specific duties of each position in the evaluation from the position description on record. This insures that an employee is evaluated based on the expectations of their position as presented when hired and after any changes in their duties over time.

Annual Evaluations are required for classified employees and are strongly encouraged for nonclassified employees. Some divisions/departments require Non-classified annual evaluations.

The evaluation process must begin with an initiator or hiring manager/dept. chair. The initiator level is available for use when there are multiple levels of supervision under the dean/director. Please contact Human Resources (972-3454) to designate an initiator.

Email notifications are sent to each user/approver when action is required. Annual evaluation approvals are as follows:

Initiator, Hiring Manager, Dean/Director, Employee, Hiring Manger, VP/VC, HR

Classified Annual Evaluations

- Once <u>logged in</u>, check "Your Current Group" to verify that you are logged in as the correct <u>user type</u> (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Begin New Evaluation" from the EVALUATIONS menu on the navigation bar.
- Click "Start Action" under the desired evaluation type.



• Search by <u>one</u> of the available options. For a list of all positions in your area, search without providing any criteria. Otherwise, enter the employee's last name <u>or</u> Position Number.

SEARCH HIRING PROPOSALS POSITION DESCRIPTIONS BEGIN NEW ACTION		Classified - Annual Performance	e Evalu	uation
PENDING ACTIONS	Search Posit	ions to Begin Action On		
SEARCH POSITIONS EVALUATIONS	Classification Title	Any	Division	
BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS	Department	Any	Working Title	
ADMIN HOME CHANGE USER TYPE	Position Number		Employee ID Number	
LOGOUT	Employee First Name		Employee Last Name	
	SEARCH	CLEAR RESULTS		
	CANCE	EVALUATION		

- The position(s) will display as a list. Select the position desired by clicking "Start Action".
- Complete the Evaluation Details page.

ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS	Evaluation Details	<u>Standard</u> Evaluation	<u>Supervisory</u> <u>Performance</u> <u>Review</u>	Overall Performance Rating/ Comments	<u>Employee</u> <u>Comments</u>	Notes/History
SEARCH HIRING PROPOSALS POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS SEARCH POSITIONS EVALUATIONS	CONTIN	UE TO NEXT P	AGE >>			
BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS ADMIN	Employee Firs	t Name t Name	Traci Perrin			
HOME CHANGE USER TYPE LOGOUT	Employee Classification 7	Title:	Perrin, Traci Program Coo	ordinator		
	Class Code: Working Title:		R144 Applicant Trad	king Coordinator		

- Employee Confirm that the correct employee is listed. If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
- Evaluation Type Select the appropriate type from the drop-down list.
- Date of Evaluation Enter today's date.
- Division Indicate the division from the drop down list if not populated.
- Department Verify that the employee is assigned to the correct department.
- Other Users with Access Move your name and the name of the supervisor (if different) who will review the evaluation prior to submitting to the Dean/Director, to the "Selected" box.
- Hire Date Enter the employee's hire date.
- Supervisor List your name.
- Supervisor Phone List your campus phone number.
- o "Continue to Next Page"
- Complete the <u>Standard Evaluation</u> page.
 - Rank each area and or provide comments as needed or required.
 - Rank the Duties/Responsibilities by Importance.
 - "Continue to Next Page"
- Complete the <u>Supervisory Performance Review</u> page if the employee has supervisory responsibilities by ranking each topic.
 - o "Continue to Next Page"
- Complete the <u>Overall Performance Rating/Comments</u> page.
 - Rank topics and provide comments as needed or required.
 - Select "Preview Evaluation" at the bottom of the screen.

HOME CHANGE USER TYPE	Edit	Printer-Friendly Version
LOGOUT	Evaluation Status	
	Save Send Evaluation to Dean/Director Cancel Evaluation	
	CANCEL CONTINUE	

- The Hiring Manager/Dept Chair should select "Printer Friendly Version" and print the document (Utilize this printed form when holding the evaluation meeting with the employee).
 - Close the print window.
- Select "Send Evaluation to Dean/Director", "Continue" and "Confirm"
- Logout of the system from the red navigation bar.
- Schedule and hold an evaluation conference with the employee.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

Non-classified Annual Evaluations

- Once <u>logged in</u>, check "Your Current Group" to verify that you are logged in as the correct <u>user type</u> (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Begin New Evaluation" from the EVALUATIONS menu on the navigation bar.



- Click "Start Action" under "Non-Classified Performance Evaluation".
- Search by <u>one</u> of the available options, or for a list of all positions in your area, search without providing any criteria. For one position at a time, enter the employee's last name, ID, <u>or</u> Position Number.
- The position(s) will display as a list. Select the position desired by clicking "<u>Start Action</u>" under the Classification Title.
- Complete the <u>Evaluation Details</u> page.

SEARCH HIRING PROPOSALS POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS DENDUIS ACTIONS	Create Non-Classified - Performance Evaluation - Applicant Tracking Coordinator						
PENDING ACTIONS SEARCH POSITIONS EVALUATIONS	Evaluation Details	Evaluation	<u>Comments</u>	Employee Comments	Notes/History		
BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS ADMIN HOME	CONTINUE TO NEX	KT PAGE >>					
CHANGE USER TYPE LOGOUT	*Required information is deno	ted with an asteris	k.				
	Employee First Name	Trac	i				
	Employee Last Name	Perr	in				
	Employee	Perr	in, Traci				
	Classification Title:	Prog	ram Coordinato	r			
	Class Code:	G19	5C				
	Working Title:	Appl	cant Tracking Coor	dinator			
	Position Number:	160	.3C				
	* Evaluation Type:	Non	Classified Annual	*			
	* Date of Evaluation:		м	IM/DD/YYYY -or- MM-DD-YYYY			
	* Department:	FA -	Human Resources		~		

- Employee Confirm that the correct employee is listed. If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
- Evaluation Type Select the appropriate type from the drop-down list.
- Date of Evaluation Enter today's date.
- Department Verify that the employee is assigned to the correct department.
- Division Select the division from the drop down list.

- Other Users with Access Move your name and the name of the supervisor (if different) who will review prior to submitting to the Dean/Director, to the "Selected" box.
- o "Continue to Next Page"
- Complete the <u>Evaluation</u> page.
 - Rank each area and or provide comments as needed or required.
 - Rank the Duties/Responsibilities by Importance.
 - "Continue to Next Page"

	Evaluation Details	Evaluation	Comments	Employee Comments	Notes/History
CTIVE EVALUATIONS	<< RETURN TO	PREVIOUS	CONTIN	UE TO NEXT PAGE >>	
MIN					
OME HANGE USER TYPE				,	
OGOUT	Each text box has a ch	aracter limit of 3	ne tollowing per 900 characters.	formance areas	
	"Required information is de	noted with an asteri	sk.		
					~
	Management:				
					~
					~
	Program Objectives/Ac	complishments:			1270
	Individual Objectives:				
	Individual Objectives.				~
	Summary:				
					×
	the second in factor to de	nated with an acted	alı.		

- Complete the <u>Comments</u> page as needed or required.
 - Select "Preview Evaluation" at the bottom of the screen.

SEARCH POSITIONS	Evaluation Details	Evaluation	Comments	Employee Comments	Notes/History
BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS ADMIN	<< RETURN TO	PREVIOUS]	CONTINUE TO NEX	T PAGE >>
HOME CHANGE USER TYPE LOGOUT	*Required information is de	noted with an ast	erisk.		
	Comments				
	Supervisor Comments:			~	
	"Required information is de	moted with an astr	erisk.	<u>~</u>	1
	<< RETURN TO F	PREVIOUS		CONTINUE TO NEXT PAGE >	·>
	CANCEL PRE	VIEW EVALUA			

- Select "Printer Friendly Version" and print document. (Utilize this printed form when conducting the evaluation meeting with the employee. Provide a copy of this form to the employee.)
 - Close the print document.

HOME CHANGE USER TYPE	Edit	Printer-Friendly Version
LOGOUT	Evaluation Status	
	Save Send Evaluation to Dean/Director Cancel Evaluation	
	CANCEL CONTINUE	

- Select "Send Evaluation to Dean/Director", "Continue" and "Confirm".
- Logout of the system from the red navigation bar.
- Hold the evaluation meeting with the employee and provide a copy of the evaluation for the employee. A signed copy may be retained for the department.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

Employee Approval of Evaluation

• Login to AstateJobs at https://jobs.astate.edu/hr using your network username (username@astate.edu) and password.



• Check your Current User Group as listed under your name at the top of the page. Your group should be Employee.

EVALUATIONS ACTIVE EVALUATIONS HISTORICAL EVALUATIONS ADMIN	Welcome Traci Perrin. You are logged in. Your Current Group:Employee.		Monday, March 9, 2009
HOME CHANGE USER TYPE LOGOUT	\sim	Online System	
	Supervisor/Manager's Guide <u>View / Download</u>		
	No Active Postings		

- If not, select Change <u>User Type</u> from the menu on the red navigation bar.
 - o Select Employee.
 - Click "Change Group".
- Select "Active Evaluations" from the EVALUATIONS menu on the navigation bar.
 - Select "<u>View</u>" under the classification title of your position and review.

EVALUATIONS ACTIVE EVALUATIONS HISTORICAL EVALUAT	• Welcome Traci F Your Current Group	errin. You are log D:Employee.	gged in.			Monday,	, March 9, 2009
HOME CHANGE USER TYPE LOGOUT	View Active Evaluations						
	Active Evaluations						
	1 Record						
	🔽 Title	Employee First Name	Employee Last Name	Evaluation Type	Evaluation Working Title	Last Action Date	Status
	Program Coordinator <u>View</u> <u>View</u> Zummary	Traci	Perrin	Classified - Annual Performance Evaluation	Applicant Tracking Coordinator	03-09-2009	Evaluation Sent to Employee

• If you wish to add comments, select "Edit" above the Evaluation Status window.

Edit Evaluation ratus		Printer-Friendly Version
Save Employee Send Evaluation to Hiring 7 CANCEL CONTINUE	Manager	
Evaluation Details		
Employee First Name	Traci	
Employee Last Name	Perrin	

• Indicate that comments will be attached by answering "Yes" at the bottom of the page, and select the Employee Comments tab.

EVALUATIONS ACTIVE EVALUATIONS HISTORICAL EVALUATIONS ADMIN HOME CHAINGE USER TYPE LOGOUT	Evaluation Details	Standard Evaluation	Supervisory Performance Review	Overall Performance Rating/ Comments	Employee Comments
	*Required informat	ion is denoted with an	asterisk.		
	Employee First	Name	Traci		
	Employee Last	Name	Perrin		
	Employee		Perrin, Traci		
	Classification Ti	tle:	Program Coordinator		
	Class Code:		G195C		
	Working Title:		Applicant Tracking Coordinator		
	Position Numbe	r:	16013C		
	Evaluation Type	e:	Classified Annual		
	Date of Evaluat	tion:	02/10/2010		
	Department:		FA - Human Resource	es	
	Division		Finance and Administ	tration	
	Other Users in I Access to this E	Department Who Need	Perrin, Traci		
	Hire Date:				
	Supervisor:				
	Supervisor's Ph (xxx-xxx-xxxx	one Number:)			
	Employee Com	nents Attached?	Yes		

• Select "<u>Attach</u>" next to the memo document option

HISTORICAL EVALUATIONS ADMIN HOME CHANGE USER TYPE LOGOUT	View/Edit Classified - Annual Performance Evaluation - Applicant Tracking Coordinator					
	Evaluation Standard Supervisory Overall Performance Employed Details Evaluation Performance Review Rating/ Comments Comments					
	Employees ma Word or Adobe page. Select th PAGE. 1 Record	y click the Attach PDF format may ne ATTACH button	link to submit comments regarding the evaluation. A file v be attached or text may be typed directly into the text b n and then CONFIRM to complete before selecting CONTI		file in Microsoft ext box on the INTINUE TO NEXT	
	Attach / Remo	ove	Document Type		Attached Document	
	Attach		Memo		Not Att	ached
	<< RET	URN TO PREVIOU	15	CONTINUE T	O NEXT PAGE >	>

- Upload your comments document from your computer files by selecting the "Browse" button or enter your comments directly into the "Paste a new document" text box.
- Click the corresponding "Attach" button.

CHANGE USER TYPE LOGOUT	Upload a new document:	
	Browse below to select a document to associate.	
	File: Browse	
	ATTACH	
	Paste a new document:	
	Please either copy and paste document text or type from scratch into the be document.	x below to associate a
	Text: You may type comments here or attach a document above.	~
	ATTACH	
	\sim	

• Click "Confirm".



- Select "View" in the Attached Document column to view and print a copy of your comments for your records.
 - Close the print window.

LOGOUT	<u>Evaluation</u> <u>Details</u>	<u>Standard</u> Evaluation	<u>Supervisory</u> Performance Review	<u>Ove</u> <u>Rat</u>	rall Performance ing/ Comments	Employee Comments	
	Employees may click the Attach link to submit comments regarding the evaluation. A file in Microsoft Word or Adobe PDF format may be attached or text may be typed directly into the text box on the page. Select the ATTACH button and then CONFIRM to complete before selecting CONTINUE TO NEXT PAGE. 1 Record						
	Attach / Remo	ve	Document Type	Document Type		ocument	
	Remove		Memo		Attached <u>View</u>		
	<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>						
	CANCEL	VIEW EV/	ALUATION SUMMARY >>				

- Select "View Evaluation Summary"
- Select "Printer Friendly Version" and print the document for your records.
 Close the print window.

CHANGE USER TYPE LOGOUT	Please review the details of the evaluation carefully before continuing. To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.						
	Edit	Drinter-Friendly Version					
	Evaluation Status						
	Save Employee Send Evaluation to Hiring Manager CANCEL CONTINUE	~					
	Evaluation Datails						
	Employee First Name Traci						

- Select "Employee Send Evaluation to Hiring Manager", "Continue", and "Confirm".
- Logout of the site using the "Logout" link in the red ADMIN menu.

Hiring Manger Submission

- An email notification will alert that the evaluation has been completed by the employee and returned to you, the hiring manager.
- Select "Active Evaluations" from the EVALUATIONS menu on the navigation bar.
- Select "<u>View</u>" under the classification title of the desired position and review.

PROPOSALS POSITION DESCRIPTIONS	View Active Evaluations								
SEARCH ACTIONS PENDING ACTIONS	Active Evaluations								
EVALUATIONS	3 Records								
BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS	👿 Title	Employee First Name	Employee Last Name	Evaluation Type	Evaluation Working Title	Last Action Date	🗑 Status		
ADMIN HOME CHANGE USER TYPE LOGOUT	Program Coordinator View <u>View</u> Summary	Traci	Perrin	Classified - Annual Performance Evaluation	Applicant Tracking Coordinator	03-09-2009	Evaluation Sent To Hiring Manager From Employee		
	Project Program Special t View	Lori	Roach	Non-Classified - Performance Evaluation	Director of Human Resources	02-27-2009	Evaluation Sent to Human Resources		
	Administrative Assistant I View View Summary	Margaret	Collier	Classified - 90 day/6 month Performance Review	Office Manager	10-14-2008	Evaluation Sent to Dean/Director		

- Select "Printer Friendly Version" and print the document for the department file.
 - Close the print window.



• Review the details section of the evaluation summary to determine if comments have been attached by the employee.

FROM POSITION	Evaluation Details	
CLASSIFICATIONS SEARCH CLASSIFICATION	Employee First Name	Traci
FROM CLASSIFICATION APPLICANTS	Employee Last Name	Perrin
SEARCH APPLICANTS CONF NUMBER SEARCH	Employee ID number:	·····
SPECIAL HANDLING LIST SEARCH RESTRICTED LIST	Employee	Perrin, Traci
USERS CREATE USER ACCOUNT	Classification Title:	Program Coordinator
APPROVE USER ACCOUNT SEARCH USERS	Class Code:	G195C
POSITION DESCRIPTIONS BEGIN NEW ACTION	Working Title:	Applicant Tracking Coordinator
SEARCH ACTIONS PENDING ACTIONS	Position Number:	16013C
	Evaluation Type:	Classified Annual
SEARCH EVALUATIONS	Date of Evaluation:	02/10/2010
HOME CHANGE DEFAULT VIEW	Department:	FA - Human Resources
CHANGE USER TYPE LOGOUT	Division	Finance and Administration
	Other Users in Department Who Need Access to this Evaluation:	Perrin, Traci
	Hire Date:	
	Supervisor:	
	Supervisor's Phone Number: (xxx-xxx-xxxx)	
	Employee Comments Attached?	Yes

• If comments have been attached by the employee, review by selecting "<u>Edit</u>" above the Evaluation Status window.



• Select the Employee Comments tab.

PROPOSALS POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS	<u>Evaluation</u> <u>Details</u>	<u>Standard</u> Evaluation	<u>Supervisory</u> <u>Performance</u> <u>Review</u>	Overall Perform Rating/ Comm	ance Employee ents Comments		
PENDING ACTIONS SEARCH POSITIONS EVALUATIONS BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS	Employees may click the Attach link to submit comments regarding the evaluation. A file in Microsoft Word or Adobe PDF format may be attached or text may be typed directly into the text box on the page. Select the ATTACH button and then CONFIRM to complete before selecting CONTINUE TO NEXT PAGE. 1 Record						
ADMIN HOME	Attach / Remove		Docume	nt Type	Attached Document		
CHANGE USER TYPE LOGOUT			Me	mo	Attached <u>View</u>		
	<pre><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></pre>						
	CANCEL	VIEW	EVALUATION SUMM	ARY >>	5		

- Select "<u>View</u>" next to the attached memo to review.
- Print the Employee Comments for the department file.
- Close the memo print window.
- Select "View Evaluation Summary" at the bottom of the page.

PENDING ACTIONS SEARCH POSITIONS	Please review the details of the evaluation carefully before continuing.					
EVALUATIONS BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS	To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.					
ADMIN HOME CHANGE USER TYPE LOGOUT	Edit	Distance in the image of the im				
	Evaluation Status					
	Save Send Evaluation to C Cancel Evaluation					
	CANCEL CONTINUE					
	Evaluation Details					

- Select "Send Evaluation to (VP/VC or HR as provided)", "Continue", and "Confirm".
- Logout of the system from the red navigation bar.

Approval of Evaluations (Dean/Director, VP/VC)

- Once <u>logged in</u>, check "Your Current Group" to verify that you are logged in as the correct <u>user type</u> (Dean/Director, VP/VC, etc...) to approve the action. Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Active Evaluations" from the EVALUATIONS menu.
- Select "<u>View</u>" under the classification title of the desired position.
- Review the details section of the evaluation summary to determine if comments have been attached by the employee.

FROM SCRATCH FROM POSITION	Evaluation Details				
CLASSIFICATIONS SEARCH CLASSIFICATION CREATE CLASSIFICATIONS	Employee First Name	Traci			
FROM CLASSIFICATION	Employee Last Name	Perrin			
SEARCH APPLICANTS	Employee ID number:				
SPECIAL HANDLING LIST	Employee	Perrin, Traci			
USERS CREATE USER ACCOUNT	Classification Title:	Program Coordinator			
APPROVE USER ACCOUNT SEARCH USERS	Class Code:	G195C			
POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS	Working Title:	Applicant Tracking Coordinator			
	Position Number:	16013C			
EVALUATIONS	Evaluation Type:	Classified Annual			
BEGIN NEW EVALUATION SEARCH EVALUATIONS	Date of Evaluation:	02/10/2010			
ADMIN HOME	Department:	FA - Human Resources			
CHANGE DEFAULT VIEW CHANGE USER TYPE	Division	Finance and Administration			
LOGOUT	Other Users in Department Who Need Access to this Evaluation:	Perrin, Traci			
	Hire Date:				
	Supervisor:				
	Supervisor's Phone Number: (xxx-xxx-xxxx)				
	Employee Comments Attached?	Yes			

• To review comments select "Edit" above the Evaluation Status window.



- Select the Employee Comments tab.
 - Select "<u>View</u>" next to the attached memo.
 - Print if desired and close the memo print window.

JOB POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING	View/Edit Classified - Annual Performance Evaluation - Applicant Tracking Coordinator								
PROPOSALS POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS	<u>Evaluation</u> <u>Details</u>	<u>Standard</u> Evaluation	<u>Supervisory</u> <u>Performance</u> <u>Review</u>	Overall Performance Rating/ Comments	Employee Comments	totes/History			
PENDING ACTIONS SEARCH POSITIONS EVALUATIONS BEGIN NEW EVALUATION ACTIVE EVALUATIONS HISTORICAL EVALUATIONS ADMIN	Employees may click the Attach link to submit comments regarding the evaluation. A file in Microsoft Word or Adobe PDF format may be attached or text may be typed directly into the text box on the page. Select the ATTACH button and then CONFIRM to complete before selecting CONTINUE TO NEXT PAGE. 1 Record								
HOME CHANGE USER TYPE LOGOUT	Attach / Ren	10VE	Docum	ent Type emo	Attached Doct Attached <u>View</u>	ment			
	<< RE	TURN TO PREV	IOUS	CONTINUE TO I	NEXT PAGE >>				
	CANCEL	VIEW	EVALUATION SUMM	ARY >>	>				

• Select "View Evaluation Summary".

PERDING ACTIONS SEARCH POSITIONS VALUATIONS BEGIN NEW EVALUATIONS ACTIVE FVALUATIONS HISTORICAL EVALUATIONS ADMIN HOME CHARGE USER TYPE LOGOUT	Please review the details of the evaluation To take the action you have specified, click link. To exit the evaluation without making	carefully before continuing. the Continue button. To edit the evaluation, click the Edit any changes, click the Cancel button.
	Edit Evaluation Status	Printer-Friendly Version
	Save Send Evaluation to Cancel Evaluation CANCEL CONTINUE Evaluation Evaluation CANCEL CONTINUE	

- Select "Send Evaluation to (Employee, VP/VC or HR as provided)", "Continue", and "Confirm".
- Once HR makes the final approval the Hiring Manager/Dept Chair will receive an email notification indicating the evaluation has been completed.