

# Employee eSign Evaluation Guide

1. Log into the Talent Center from either your My.Astate or the direct link below:

From your My.AState:



Or

Talent Center Login Direct Link:

<https://phe.tbe.taleo.net/phe02/ats/ews/v2/login?org=ARKASTAT2&ewslid=57>

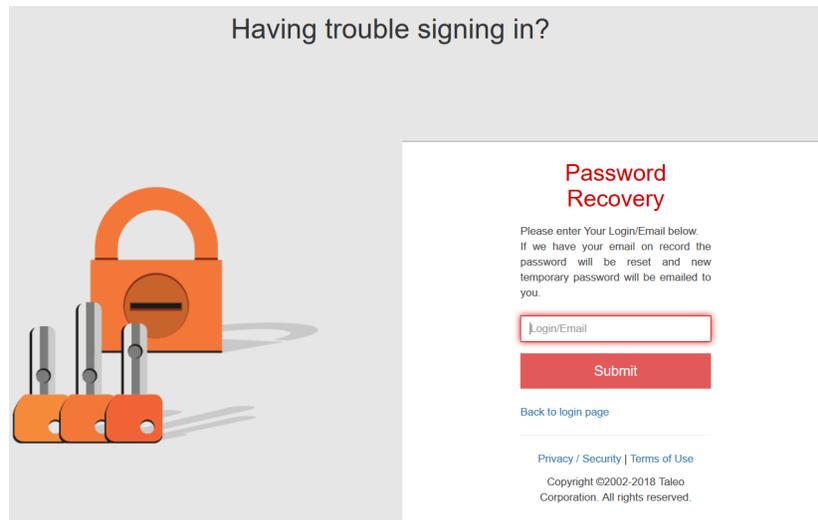
## LOGIN INFORMATION:

Login Username is your Full A-State email ([example@astate.edu](mailto:example@astate.edu))

Password created for Taleo Talent Center (if you are uncertain of your Talent Center Password, please select “Forgot Password” as imaged below).

A screenshot of the Talent Center login interface. The background is black. On the left, the text "Welcome To A-State!" is written in red. On the right, there is a white login form. At the top of the form, it says "Please use the login and password provided to you by your Human Resources Department." Below this, the heading "Login to your Talent Center" is in red. There are two input fields: "Login" and "Password". Below the fields is a red "Sign In" button. To the right of the "Sign In" button is a "Forgot password?" link. At the bottom of the form, there are links for "Privacy / Security | Terms of Use" and a copyright notice: "Copyright ©2002-2018 Taleo Corporation. All rights reserved." The word "English" is visible in the top right corner of the page.

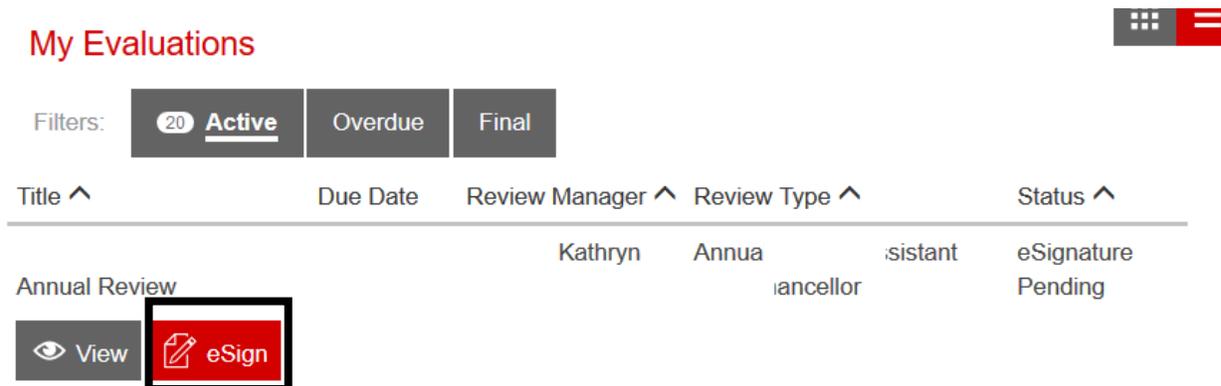
If "Forgot Password" is selected, a new screen will appear. Please enter your Full A-State Email and click "Submit":



Within 30 minutes, you should receive an email at your A-State email address. Follow those steps to set a Password for your Taleo Talent Center. If you do not, please contact Kristin Carson at [khelms@astate.edu](mailto:khelms@astate.edu) or 870-972-2446.

After the Performance Manager has completed their Evaluation, it will move forward in the Approval Process

Once your Evaluation has completed the approval process, you will receive an email notification requesting your e-signature. To "eSign", log back into the Taleo Talent Center and scroll down to the "My Evaluations" section. Click the red "eSign" button



After clicking on the "eSign" button, the Performance Evaluation will open and allow comparisons to the Self-Evaluation with the Manager Evaluation. After reviewing the Performance Evaluation, please click the red "eSign Review" button (which can be found on the left-hand side at both the top and bottom of the screen, please click on either)



### Supervisor Annual Review

#### Employee Data

Emp ID	Department
First Name	Supervisor
Last Name	Start Date

After clicking “eSign Review”, a pop-up box will appear, allowing any Final Comments and requiring your First Name, Last Name, Username (Full A-State Email), Password (Taleo Employee Password), and Today’s Date (click the calendar icon which will take you to the current date).

**Acknowledgement Form** ✕

By electronically signing this document it does not confirm/deny that you agree with the comments contained within, it implies only that you have received the document.

Final\_Comments

First name

Last name

Username

Password

Today's Date

The Manager will eSign the Evaluation. Once signed, the Performance Evaluation will be put in a Final Status and will be available under the "Final" Tab. The Evaluation will remain available for you to view under this Final tab

### My Evaluations

Filters:

Active
Overdue
Final

Title ^	Due Date	Review Manager ^	Review Type ^	Status ^
Classified Annual Review	4/30/18	Privett, Amy	Annual Review Classified Employees	Final

View
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