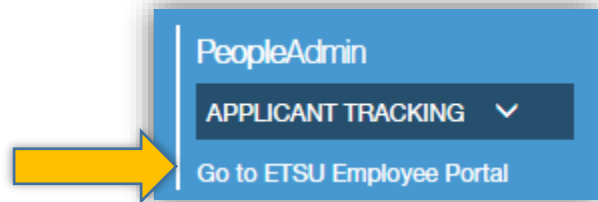


eJobs – Logging into the Evaluation Portal

1. Go to eJobs site: <https://jobs.etsu.edu/hr>
2. Login using your ETSU username and password (same as your computer login)
3. Click on **Go to ETSU Employee Portal** located toward the top right hand corner of the page



4. Once you are logged into the **ETSU Employee Portal**, you can view your action items:

Your Action Items

Search:

Item	Description	Due Date	Status	Action
ETSU Annual Performance Evaluation 2016-2017 for Chad	Supervisor Creates Plan	2017-02-28 Due in 20 days	Upcoming	View
ETSU Annual Performance Evaluation 2016-2017 for David	Supervisor Creates Plan	2017-02-28 Due in 20 days	Upcoming	View
ETSU Annual Performance Evaluation 2016-2017 for Guy :	Supervisor Creates Plan	2017-02-28 Due in 20 days	Upcoming	View
ETSU Annual Performance Evaluation 2016-2017 for William	Supervisor Creates Plan	2017-02-28 Due in 20 days	Upcoming	View
ETSU Probationary Evaluation for Sabrina :	Supervisor Creates Plan	2017-04-06 Due in about 1 month	Upcoming	View

Showing 1 to 5 of 5 entries