Employee acknowledges probationary evaluation

After your supervisor marks you have met to review your evaluation you will need to acknowledge your evaluation:

1. Log into the system and navigate to the ETSU Employee Portal.

2. From your Action Items, select Employee Acknowledges Evaluation.

3. At the bottom of the screen, add a comment if desired.

4. Select either Return to Supervisor if you want your supervisor to review your comments before you acknowledge the evaluation or Acknowledge to submit the evaluation to your second level supervisor for approval.