

Employee Annual Evaluation Steps

Employee Acknowledges the Plan

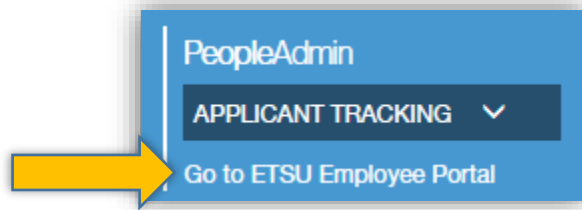
Once your supervisor has created the plan you will need to login and acknowledge it. To acknowledge your annual evaluation plan,

1. Log into the system and navigate to the Employee Portal.
2. From your Action Items, select **Employee Acknowledges Plan**.
3. At the bottom of the screen, add a comment if desired.
4. Select **Acknowledge**.

Employee Acknowledges Evaluation

After your supervisor marks that 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.

