

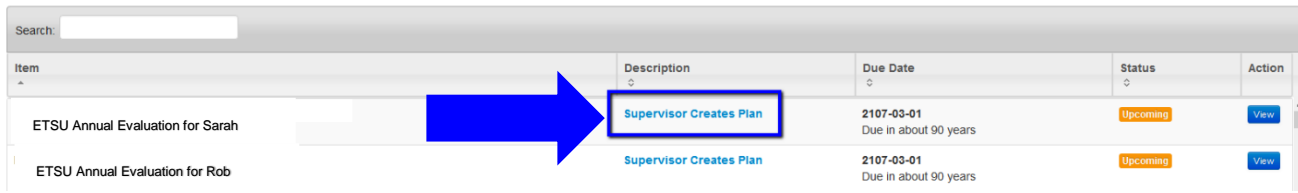
Annual Evaluation Steps

Step 1: Supervisor creates the evaluation plan

This step may be completed starting on the first day of the Evaluation Period. To create the plan:

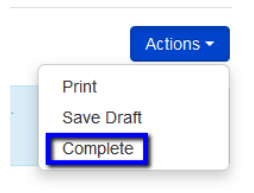
1. From your Action Items, select **Supervisor Creates Plan** next to that employee's name.

Your Action Items



Item	Description	Due Date	Status	Action
ETSU Annual Evaluation for Sarah	Supervisor Creates Plan	2107-03-01 Due in about 90 years	Upcoming	View
ETSU Annual Evaluation for Rob	Supervisor Creates Plan	2107-03-01 Due in about 90 years	Upcoming	View

2. From the Plan page, click **Actions > Complete**.



This plan is now active and will appear in the employee's Reviews list.

*Optional: Supervisor assigns multi-rater

Supervisor: If this employee has more than one functional supervisor, the supervisor on record may elect to have additional raters submit an evaluation.

The option to select "multi-raters" will be listed in your Action Items. You may **ignore** this action or select it to add another evaluator. The rater will receive an email and this task will be added to his or her Action Items.

Step 2: Employee acknowledges the plan

Employee: 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**.

Step 3: Supervisor completes the evaluation

Supervisor: This step may be completed starting March 1.

1. From your Action Items, select **Supervisor Evaluation** next to the employee's name.

2. Select a rating for each item under Performance Characteristics and add optional comments as needed.

Description:

A clear understanding of facts or factors pertinent to the job.

Rating

Please select

- Please select
- Inadequate
- Minimally Meets Requirements
- Meets Requirements
- Exceeds Requirements
- Exceptional

3. Click **Next** to save this screen and complete the other tabs.
4. The supervisor has the option to enter an overall evaluation rating which overrides the calculated rating from the Performance Characteristics tab.
5. Click **Complete** from the 'Overall Performance' tab or select **Actions > Complete**.
6. Click **Next** to complete the Supervisor Comments.
7. Select **Complete** at the bottom of the screen.

Step 4: Supervisor meets with employee to review the evaluation

Meet with your employee to review the evaluation.

Step 5: Supervisor marks the meeting as complete

To mark the meeting with your employee as complete,

1. On ETSU Employee Portal, from your Action Items, click **Meeting to Review Evaluation** next to the employees name.

ETSU Probationary Evaluation for Jacob Shelton	Meeting to Review Evaluation	Due 27 days ago 2017-01-15 Due 24 days ago
--	---	--

2. Click **Complete** to acknowledge the meeting.

Step 6: Employee acknowledges the evaluation

1. The next step is for your employee to login and acknowledge their evaluation.
2. Once they acknowledge, the evaluation will be sent to the second-level supervisor.

Step 6: Second-level supervisor approves the evaluation

Second level supervisor: Once the employee acknowledges their evaluation, the second level supervisor will need to login and approve the evaluation. To approve an evaluation,

1. Log into the system and navigate to the **ETSU Employee Portal**.
2. From your Action Items, select **Second Level Supervisor Approval** next to the employee's name.
3. At the bottom of the screen, add a comment if desired.
4. Select either **Return to Supervisor** if you need the supervisor to review your comments and make changes or **Acknowledge** to submit the evaluation to Human Resources. If you submit the evaluation back to the supervisor, it will go back to the employee to review and acknowledge any comments or changes then return to you to acknowledge.