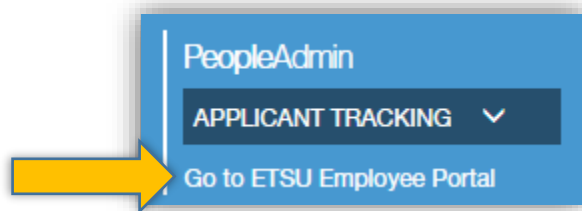


Employee acknowledges probationary evaluation

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.

