

eVals – Supervisor Reviews Dashboard

Supervisors can track the status of evaluations for their direct reports and for their entire function using the Reviews Dashboard.

Log In

To access the dashboard,

1. Log into the eVals portal at jobs.etsu.edu/portal using your ETSU username and password
2. From the left menu or from the Performance tab, select **My Employees' Reviews**.

Filter Results

The dashboard defaults to current active reviews for all of your direct and indirect reports and groups them into All Reviews, Not Started, In Process, Complete, Overdue and Disputed (not used). Use the filter options to modify your current view. Click **Advanced** for more filter options. For example, to view only your direct reports, select **Advanced** and select your name from the Supervisor dropdown list. To view previously closed evaluations, change the Program Status to Closed or All.

Reset Program: None ▾ Employee Name Group by: Program ▾ Advanced

Reporting Unit: Org: None ▾ Supervisor: Diana McClay ▾ Program Status: Active ▾

Browse Individual Evaluations

From the dashboard, hover over the step boxes to view the step description and owner.

Wright	Mary	2016-01-26	2/6	1	2				
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Click on the employee name to see an overview of a specific evaluation. The overview screen displays the evaluation steps, step owners, step open date, completed date and due date. From the evaluation overview screen, use the menu on the left to open an active step, view approvals and acknowledgements and history, and view or create Progress Notes.

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Task	Task Owner	Date Opened	Date Completed	Due Date
1 Step 1: Activate the Employee's Performance Review Plan	Diana McClay Supervisor	2017-08-01	2017-08-03	2018-03-31
2 Step 2: Review and Acknowledge your Performance Review Plan	Mary Wright	2017-08-01	2017-08-03	2018-03-31
3 Step 3: Complete the Employee's Evaluation	Diana McClay Supervisor	2018-03-01		2018-03-31
4 Step 4: Review and Acknowledge your Completed Evaluation	Mary Wright	2018-03-01		2018-03-31
5 Step 5: Acknowledge the Evaluation as Second-level Supervisor	Jeremy Ross Reviewing Officer	2018-03-01		2018-03-31
6 Step 6: Acknowledge the Evaluation as Human Resources	Lori Erickson	2018-03-01		2018-03-31

Create a Progress Note

You will only see progress notes that you create or that were marked for sharing by the employee. If you create a progress note from a specific evaluation, the Program and Employee name will auto-populate. Complete the required fields and scroll to mark the note as shared and/or add an attachment. To add an attachment, click **Attachment** and scroll to enter a document name and to browse to select the document. Click “Create” to add your note.

Use your browser's back button or select **My Employees' Reviews** to go back to the dashboard

