

eJobs – Supervisor Steps for Probationary Evaluations

Step 1: Supervisor creates the evaluation plan

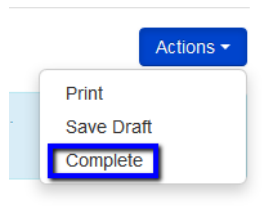
This step may be completed starting the employee's first day at work. To create the plan:

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 Probationary Evaluation for Sarah	Supervisor Creates Plan	2107-03-01 Due in about 90 years	Upcoming	View
ETSU Probationary 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.

Step 2: Supervisor completes the evaluation

This step may be completed starting the employee's 5th month of employment.

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 complete the Supervisor Comments.
4. Select **Complete** at the bottom of the screen. From Actions you can also print a copy of the evaluation to review with the employee.

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Step 3: Supervisor meets with employee to review the evaluation

Meet with your employee to review the evaluation.

Step 4: 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**.



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

The employee will receive an email (sent overnight) and the task to Acknowledge Evaluation will appear in his or her Actions Items immediately.

Step 5: 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: 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.