## Staff Evaluation "Signature Process"

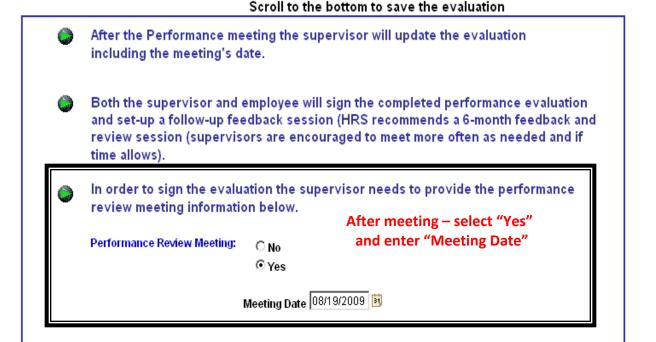
Once the employee has completed their "Self-Evaluation" and the Supervisor has completed the "Employees Evaluation" (two separate documents) – Supervisors will conduct the "Performance Evaluation Meeting."

After the "Performance Evaluation Meeting" is completed the signature process begins:

**Step 1)** Supervisor will enter the "Performance Evaluation Meeting" date.



## Section VII -- Performance Evaluation Signatures



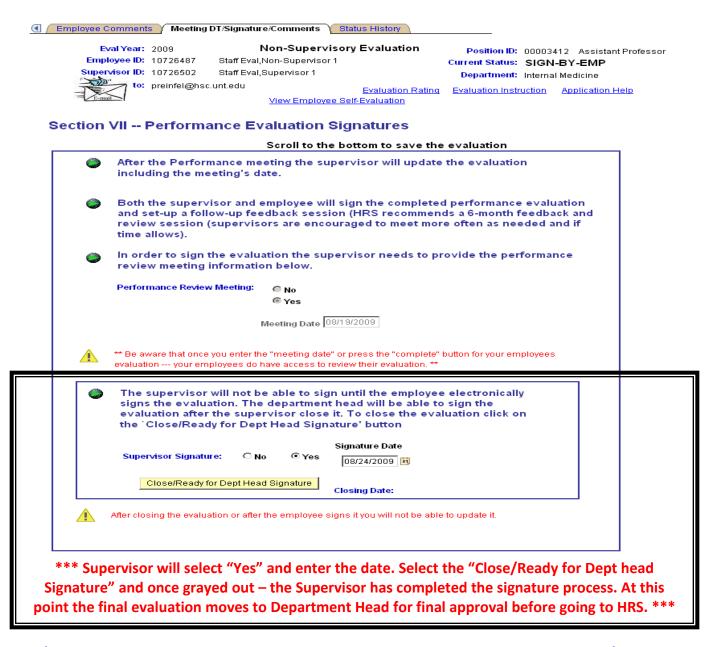
\*\* Be aware that once you enter the "meeting date" or press the "complete" button for your employees

evaluation --- your employees do have access to review their evaluation. \*\*

**Step 2)** Employee will be the 1<sup>st</sup> individual to sign the evaluation. (\*\*Once the employee signs the evaluation the document will be locked not allowing any additional changes. Evaluation at this point can only be re-opened by HRS (Cassandra Molavrh x5091 or Pam Reinfelds x5099). \*\* Employee's are able to add comments if they would like (optional). \*\*



Step 3) Once the employee has signed the Staff Evaluation the Supervisor has access to sign the final evaluation. \*\* Supervisor's are able to add comments if they would like (optional). \*\*



the `Close/Ready for Dept Head Signature' button			
Supervisor Signature:	© No	Yes	O8/24/2009
Close/Ready for Dept Head Signature Clo			Closing Date: 08/24/2009

Step 4) Once the Supervisor has signed the final evaluation it moves forward to the Department Head for final approval before the evaluation reaches HRS. \*\*\* Do not print hard copies for HRS --- electronic evaluations are now received through EIS for final review and filing in HRS \*\*\*



\*\*\* Once the Department Head receives the final evaluations (which can be viewed by selecting the "Blue Link "View Evaluation" on the left side) the approval process includes checking the final evaluations and pressing the save button. Once the save button has been pressed the "Electronic Signature" will gray out and the final evaluation is now in HRS ready for final filing. ---