

Login: _____

Supervisor Performance Evaluation Steps

Password: _____

Supervisor/Review Manager:

- Will receive an automated email, click link in email.
- Log in to Taleo
- To access the review - Hover over the Home Icon - Click on My Dashboard - My Tasks Section
- Click Edit on drop down menu on line of name you wish to complete the performance review
- At top of screen, will notice a "Compare With" and then a drop down button. Select employee's name to see ratings from employee's self-assessment beside each section that you will be rating. (If you click "ratings details" you will be able to see specifically what the employees rating was for each level as comparison.)
- *TIP: Coaching Tips- Click on this to view a variety of Coaching Tips that can be selected to add to the evaluation to provide guidance to the employee. (Not all Competencies have Coaching Tips)*
- You may select Save & Close at any time if you need to finish at a later date. This does not submit or complete the evaluation.
- When finished and ready to submit, type in your full name and select current date. (Do not hit Enter)
- Select "Complete" to send to next approval. (Only click once)
- Pop up will appear. Click "YES" to complete.

Once "Complete" is selected, the performance evaluation is automatically sent to the next level supervisor for review. Once approved at that level, the evaluation moves to the third supervisor approval level. (Below are those steps.) Once the evaluation is approved at both levels, the employee will receive an email requesting their e-signature.

Second & Third Level Supervisor Approval Steps:

- Will receive an automated email notifying you that an employee's performance review has been completed and requires your approval.
- Click on link in email and log in to TALEO
- Reviews Waiting for My Approval when under My Dashboard view.
- Click on number
- Select View on drop down box located on the right of the name you wish to approve.
- Are able to view evaluation. Scroll down to bottom and click "Approve"

Once both levels have approved, the employee receives an email informing them that their evaluation is complete and requesting their e-signature. When the employee e-signs, their direct supervisor will receive an email requesting their e-signature. Below are the steps to e-sign.

Supervisor/Review Manager Final Electronic Signature Steps:

- Following employee's e-signature, direct supervisor receives an email notifying that evaluation has been e-signed.
- Click link in email to log in to Taleo.
- Once logged in, will open for e-signature
- Username for e-sign is full email address (i.e. jdoe@astate.edu)
- Complete all fields
- Select "E-Sign It" to finalize. At this point the evaluation is Final.

NOTE: Once evaluations are finalized and e-signed, supervisor can review any finalized evals under the Performance Reviews section. Click on "More" and then "Completed Reviews"

TALEO Website Address for Supervisor to Log in:

<https://chj.tbe.taleo.net/dispatcher/login.jsp> (Company Code: ARKASTAT2)

Employee Web Portal Website Address:

<https://chj.tbe.taleo.net/chj05/ats/ews/EmployeeWebsiteLogin.jsp?org=ARKASTAT2&ewsId=3>