HOW TO REVIEW/CERTIFY YOUR EMPLOYEE’S EVALUATION

You will only review and certify an employee’s evaluation if their overall score is in the ranges of Needs Improvement or Unsatisfactory.

1. Log in to https://www.fairmontstatejobs.com/hr with the appropriate user type (i.e. Sr. Level HM, Cabinet/Provost, etc.)

   **NOTE:** Follow these steps to change your user type (as needed):
   • Under the Admin heading, click on the “Change User Type” link
   • Choose the appropriate user type
   • Then click on “Change Group”

2. Under the Evaluation heading, click on the “Active Evaluations” link.

3. Click on View beneath the position title.

4. Click on the blue Edit link above the Evaluation Status bar.

5. Click on the Certification tab. Please enter the following information:
   • Did you review this evaluation? Yes/No
   • Review Date:
   • Cabinet/Provost Comments:

6. Click on Continue to Next Page until you reach the View Summary screen.

7. Click on Performance Evaluation Certified by Management and then click on “Continue” and then “Confirm.”