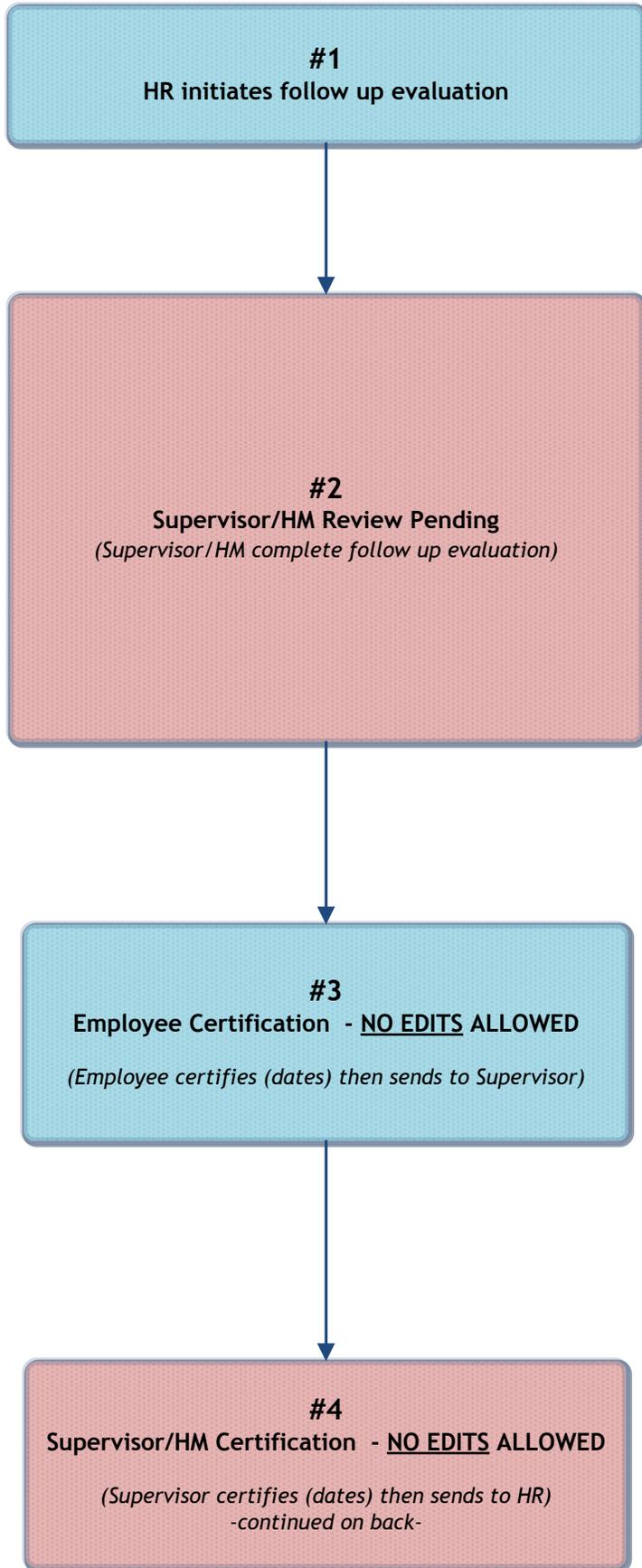# FOLLOW UP EVALUATION - QUICK GUIDE
(for more detailed instructions, please refer to evaluation instructions)
Log on at: www.fairmontstatejobs.com/hr

#1
HR initiates follow up evaluation

#1 HR Initiates Follow Up Evaluation

The HR Office will begin the action for the follow up evaluation for the employee at the appropriate time. The Supervisor/HM will receive an email when the evaluation reaches the status of **"Supervisor/HM Review Pending."**

#2
Supervisor/HM Review Pending
(Supervisor/HM complete follow up evaluation)

2:   Supervisor/HM Completes Evaluation

NOTE: Supervisor will receive e-mail notification when evaluation reaches this status; logs in with Supervisor/ HM user type

1. Under Evaluation Heading, clicks **"active evaluations."**
2. Clicks **"view"** under appropriate position title then **"edit."**
3. Completes each tab as applicable, clicking **"continue to next page"** to proceed through each of the tabs.
4. **PERFORMANCE IMPROVEMENT OBJECTIVES TAB:**
   - Clicks on "Add New Entry"
   - Completes required fields
   - Clicks on "Add Entry"
   - Repeats this process for each field that was rated as either Needs Improvement or Unsatisfactory on the Annual Evaluation.
5. Clicks **"continue to next page"** until reaching the summary page, then selects **"SAVE".** Clicks **"continue"** then **"confirm."**
6. At this point, make appointment with employee to discuss his/her evaluation.
7. After the conference, the **supervisor** must log in and send the evaluation to **"Employee Certification (No Edits Allowed)."**

#3
Employee Certification - NO EDITS ALLOWED

(Employee certifies (dates) then sends to Supervisor)

#3: Employee Certification – NO EDITS ALLOWED

NOTE: Employee will receive e-mail notification; logs in with Employee user type

1. Under evaluation heading, clicks on **"Active Evaluations"**
2. Clicks **"view"** beneath the position title then **"edit"**
3. Clicks on the **Certification tab**; completes fields on this tab.
4. Clicks **"continue to next page"** until reaching the summary page; selects **"Supervisor/HM Certification (No Edits Allowed)."** Clicks **"continue"** then **"confirm."**

#4
Supervisor/HM Certification - NO EDITS ALLOWED

(Supervisor certifies (dates) then sends to HR)
-continued on back-

#4: Supervisor Certification – NO EDITS ALLOWED

NOTE: Supervisor will receive e-mail notification; logs in with Supervisor/HM user type

1. Under Evaluation heading, clicks on **"Active Evaluations"**
2. Clicks **"view"** beneath the position title
3. Clicks the **"edit"** link above the evaluation status bar
4. Clicks on the **Certification tab;** completes fields on this tab.
5. Clicks **"continue to next page"** until reaching the summary page; selects **"Submit to HR."** Clicks **"continue"** then **"confirm."**

HR Review

HR completes review and changes status to one of the following statuses:

- *EVALUATION COMPLETED-Requires Additional Follow Up*
- *EVALUATION COMPLETED*

EVALUATION COMPLETED

ALL USERS:

1. Completed evaluation may be viewed by various users by clicking the "historical evaluations" link found under the evaluations header.

2. Click "view summary" beneath the position title