

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."