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
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 completes follow up evaluation)

#3 Employee Certification - NO EDITS ALLOWED
(Employee certifies (dates) then sends to Supervisor)

#4 Supervisor/HM Certification - NO EDITS ALLOWED
(Supervisor certifies (dates) then sends to HR)
-continued on back-

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

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 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