**#1 HR Initiates Provisional Evaluation**

The HR Office will begin the action for the provisional evaluation for the new employee at the appropriate time. The Supervisor/HM will receive an e-mail when the evaluation reaches the status of "Supervisor/HM Review Pending."

**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. **JOB FACTORS TAB:** After completing Job Factors tab, clicks "CALCULATE" in order for system to auto-calculate employee’s rating.
5. **OVERALL TAB:** Shows overall score.
6. **SUMMARY TAB:** Enters employee’s current strengths, weaknesses, whether or not to change the Classified employee to regular status, or to extend their provisional period.
7. Clicks "continue to next page" until reaching the summary page, then selects "SAVE". Clicks "continue" then "confirm."

**NOTE:** At this point, makes appointment with employee to discuss his/her evaluation. 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 - Provisional Period Extended
- EVALUATION COMPLETED - Employee Changed to Regular Status (this is for Classified Employees Only)
- 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