## **Employee Guide**

1. Log into the Talent Center from either your My.Astate or the direct link below:

## From your My.AState:



Or

## Talent Center Login Direct Link:

https://phe.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=ARKASTAT2&act=redirectEwsV2&ewsId=57&redirectUrl=%2Fats%2 Fews%2Fv2%2Flogin%3Forg%3DARKASTAT2%26ewsId%3D57

Login Username is your Full A-State email (<u>example@astate.edu</u>) and Password created for Taleo Talent Center (if you are uncertain of your Talent Center Password, please select "Forgot Password" as imaged below).

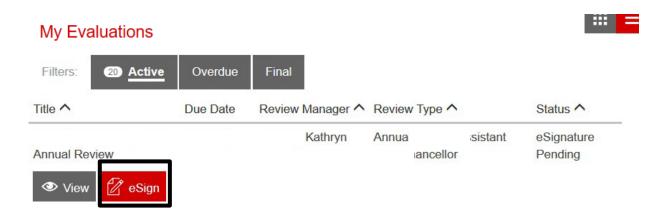
Talent	Center
Welcome	Please use the login and password provided to you by your Human Resources Department.
To A-State!	Login to your Talent Center
	Password Sign In
	Forgot password? Privacy / Security   Terms of Use Copyright ©2002-2018 Taleo Corporation. All rights reserved.

If "Forgot Password" is selected, a new screen will appear. Please enter your Full A-State Email and click "Submit":

Having trouble	signing in?
	Password Recovery   Prease enter Your Login/Email below. If we have your email on record the password will be reset and new temporary password will be emailed to you.   Icogin/Email   Submit   Back to login page   Privacy / Security   Terms of Use Copyright @2002-2018 Taleo Corporation. All rights reserved.

Within 30 minutes, you should receive an email at your A-State email address. Follow those steps to set a Password for your Taleo Talent Center. If you do not, please contact Kristin Helms at <u>khelms@astate.edu</u> or 870-972-3454

- 1. After the Performance Manager has completed their Evaluation, it will move forward in the Approval Process
- Once your Evaluation has completed the approval process, you will receive an email notification requesting your e-signature. To "eSign", log back into the Taleo Talent Center and scroll down to the "My Evaluations" section. Click the red "eSign" button



 After clicking on the "eSign" button, the Performance Evaluation will open and allow comparisons to the Self-Evaluation with the Manager Evaluation. After reviewing the Performance Evaluation, please click the red "eSign Review" button (which can be found on the left hand side at both the top and bottom of the screen, please click on either)

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4. After clicking "eSign Review", a pop-up box will appear, allowing any Final Comments and requiring your First Name, Last Name, Username (Full A-State Email), Password (Taleo Employee Password), and Today's Date (click the calendar icon which will take you to the current date).

Acknowledgemen	
it does not confirm/deny that you agree with the comments contained within, it implies only that you have received the document.	al_Comments 

5. The Manager will eSign the Evaluation. Once signed, the Performance Evaluation will be put in a Final Status and will be available under the "Final" Tab. The Evaluation will remain available for you to view under this Final tab

Filters: Ac	tive Overdue	1 Final		
Title ^	Due Date	Review Manager 🔨	Review Type ^	Status ^
Classified Annu Review	al 4/30/18	Privett, Amy	Annual Review Classified Employees	Final

For any questions with your Performance Evaluation, please contact Kristin Helms at <u>khelms@astate.edu</u> or 870-972-3454