<u>Employee Self Evaluation Steps</u>

Employee:

- Self-Assessment is assigned to Employee
- Employee Receives Email
  - ○ "You have been assigned an Evaluation."
- Click on link in email to go to the Talent Center.
- If you are a first time user or a returning user who has forgotten your password, click on "Forgot Password?" link on the Talent Center.
  - ○ Password Recovery page pulls up. Enter in your full employee email address and click on Submit.
  - ○ (NOTE: You will receive and automated email within 30 minutes allowing you to establish you password. Once you have done so, you may log back in with your full employee email address and the password you created.)
- Log into Talent Center using your full employee A-State email address and password chosen for the Talent Center.
- If you are a first time user, review your Employee Information listed on the home screen. Click on "My Info" to add social security number & date of birth and update any information, then click Save button.
- Scroll down to "My Evaluations"
- Active Evaluations will appear under My Active section.
- Select Edit.
- Complete Self-Assessment. Choose a rating beside each skill set listed under all Core Competencies. Comments may also be added in each competency section.
- Overall comment may be added at the bottom.
- Complete by signing at the bottom of the screen. Type in full name and then enter current date. (**Do not hit the Enter key**)
- Click on Submit.
- Warning popup box will appear at top of page. Click "OK"

When the employee submits, the Hiring Manager will receive an automated email advising them that you have completed your self-assessment. Your Supervisor/Manager will complete the Annual Evaluation. It will be sent electronically for approval to the next two supervisor levels.
Once approved, the employee will receive an automated email notification that the Evaluation is complete and requesting your e-signature. Follow the steps below to e-sign.

Employee:

- Receive email that your evaluation has been completed and approved, requiring your E-Signature
- Follow link in the email to access the Talent Center.
- Scroll down to "My Evaluations".
- In the Evaluations section, employee will be able to review evaluation from Hiring Manager by clicking on the red "ESign" button.
- To add your e-signature, click the red "eSign Review" button at the top next to Close and Print
- Add in credential information, including any final comments in the box that pops up.
- Click the red "eSign It!"
- Employee portion is now complete.
- Can always look at previous Evaluations by scrolling to "My Evaluations" and selecting the "Final" tab.

Employee Web Portal Website Address: https://urldefense.proofpoint.com/v2/url?u=https-3A__chj.tbe.taleo.net_chj05_ats_ews_v2_login-3Forg-3DARKASTAT2-26ewsId-3D43-26language-3Den&d=DwICAg&c=QzRQJlHx0ZTYmlwGx7ptjrPEeuNmnYRxm_FN73lod7w&r=EO4APO-xbt8fbMgZ3Sp-I3vGCFW7vjyqajnQSAG2imU&m=gPmxFcE7kXmFcsOLWFHXaGRQ0jzkIenQZMLpntATrRI&s=VIBroXTE2gKSPt5z9U1AwY13w09D7J3b4MN3S-jOmus&e=