How To: Complete the Evaluation (Single Sign-On)

1. Access the evaluation by **clicking on the link provided** in the evaluation email.

2. Log into the ENGAGE 2.0 platform with your **State of Missouri credentials**.

3. Select the **Team Member** you are evaluating from your **ENGAGE 2.0 portal**.

4. Review the **Evaluation Exemption criteria**. Next, select the **appropriate response** for the Team Member being evaluated.

5. Click the “>” button to proceed.

6. Select the appropriate response for each statement:
   - To see examples of each rating (e.g., Strongly Disagree, Neutral, Agree etc.) hover over the option.
   - For more information on the evaluation questions and rating scale, please see the **ENGAGE 2.0 Evaluation Quick Reference Guide**.

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**NOTE:** A team member can be exempted from this quarter’s evaluation if they meet one or more of the following criteria:

- Hourly employee that works less than or equal to 0.49 FTE.
- New employee that has been employed 4 weeks or less during the quarter.
- Employee has been on a leave of absence at least 8 weeks of this evaluation period.

Does this team member meet one of the above criteria and therefore should be exempted from evaluation:

- **Yes**
- **No**

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Please rate your level of agreement or disagreement with each of the following statements:

- Based on my observations, always delivers excellent results in their day-to-day role.

  - **Strongly Disagree** (meets few or no expectations)
  - **Disagree** (meets some expectations)
  - **Neutral** (meets expectations)
  - **Agree** (exceeds some expectations)
  - **Strongly Agree** (above and beyond expectations)

- Based on my observations, always goes above and beyond their normal job responsibilities.

  - **Strongly Disagree** (meets few or no expectations)
  - **Disagree** (meets some expectations)
  - **Neutral** (meets expectations)
  - **Agree** (exceeds some expectations)
  - **Strongly Agree** (above and beyond expectations)

- Based on my observations, consistently demonstrates a commitment to grow and learn.

  - **Strongly Disagree** (meets few or no expectations)
  - **Disagree** (meets some expectations)
  - **Neutral** (meets expectations)
  - **Agree** (exceeds some expectations)
  - **Strongly Agree** (above and beyond expectations)
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7. Select the appropriate response for the low performance risk statement

8. Click the “>>” button to proceed

Based on my observations, is at risk for not meeting the expectations of their role

- Agree, this person is at risk
- Disagree, this person is not at risk

9. Enter the team member’s Strengths and Development Areas in the open text boxes provided

10. Use the Growth Model as a reference when entering Strengths and Development Areas

11. Then, click the “>>” button to proceed

12. You have successfully completed the ENGAGE 2.0 evaluation!

13. To complete another evaluation, choose the next team member you would like to evaluate from the left side of the page. Or click the all task button to return to the ENGAGE 2.0 portal homepage.

Questions? Call the Talent Management Help Desk at 573-526-4500