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 Statement** and examples, then **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 for each statement response (e.g., Strongly Agree, Agree, Neutral, etc.) hover over the option
   - For information on answering each Evaluation question, please refer to the **ENGAGE 2.0 Evaluation Quick Reference Guide**
7. Select the appropriate response for the **low performance risk statement**

8. Click the “>>” button to proceed

[Image of low performance risk statement]

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 **on-screen Growth Model** as a reference when entering Strengths and Development Areas

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

[Image of John's top 2-3 strengths and development areas]

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 our Talent Management Help Desk at 573-526-4500

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