How To: Complete the Evaluation (Non-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 using the **credentials provided in the email with the evaluation link**. *Note: The first time you log in you will be prompted to change your password.*

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**.
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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 **on-screen Growth Model** as a reference when entering Strengths and Development Areas
11. Then, click the “>>” button to proceed

John’s top 2-3 strengths are...

Characters remaining: 750

John’s top 1-2 development areas are...

Characters remaining: 750

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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