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

1. Access the evaluation by clicking on the link provided in the evaluation email. Or go to https://engagementsurvey.iad1.qualtrics.com/login

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 it will prompt you to change your password.

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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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

   - 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**