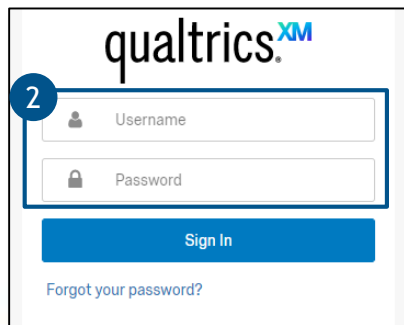


How To: Complete the Evaluation (Non-Single Sign-On)

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**



qualtrics^{XM}

2

Username

Password

Sign In

[Forgot your password?](#)



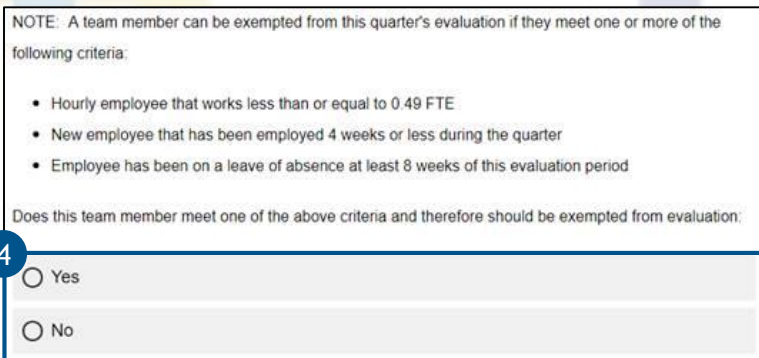
Evaluations

3

Evaluate JOHN DOE

Evaluate JANE DOE

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



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

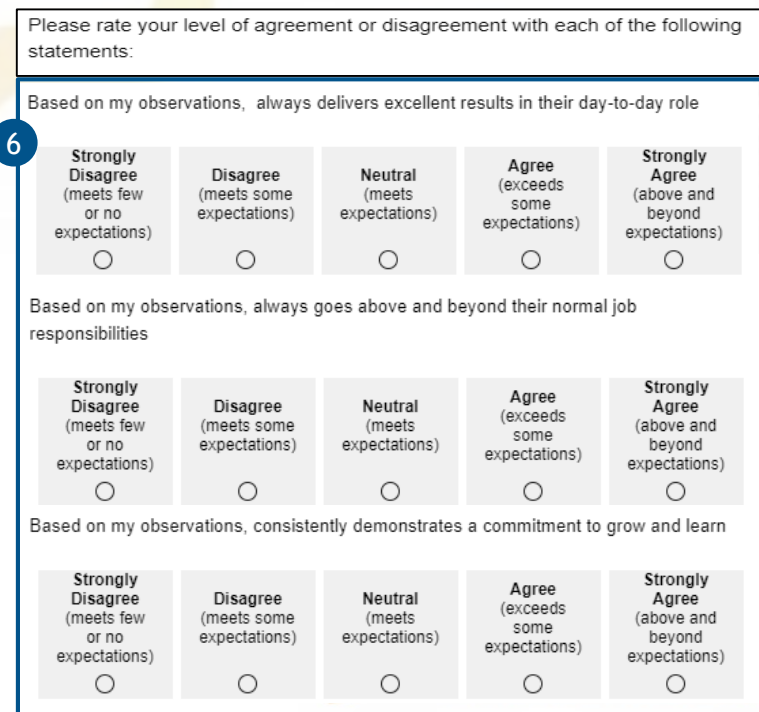
Does this team member meet one of the above criteria and therefore should be exempted from evaluation:

4

Yes

No

- 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](#)



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

6

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)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

7

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

9

John's top 2-3 strengths are...

Characters remaining: 750

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

Characters remaining: 750

11 >>

10

KNOW YOUR ROLE	<ul style="list-style-type: none">• Understand the big picture• Make good decisions• Get the right things done
LEARN & GROW	<ul style="list-style-type: none">• Identify strengths and development opportunities• Build individual talent (your own and others)• Continually improve the organization
COMMIT TO THE TEAM	<ul style="list-style-type: none">• Collaborate across the team• Build a network to move things forward• Influence others regardless of my role
LIVE THE MISSION	<ul style="list-style-type: none">• Role model the organization's values• Create positive energy around you• Provide excellent service to customers

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.

13

< All Tasks

Evaluations 1 of 1

✓ JANE DOE

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