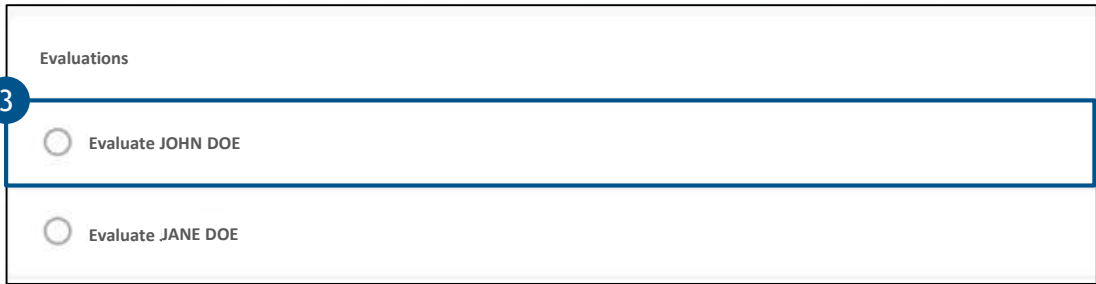
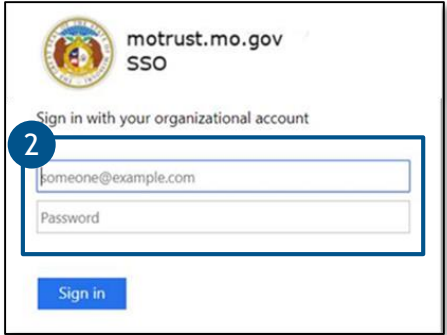
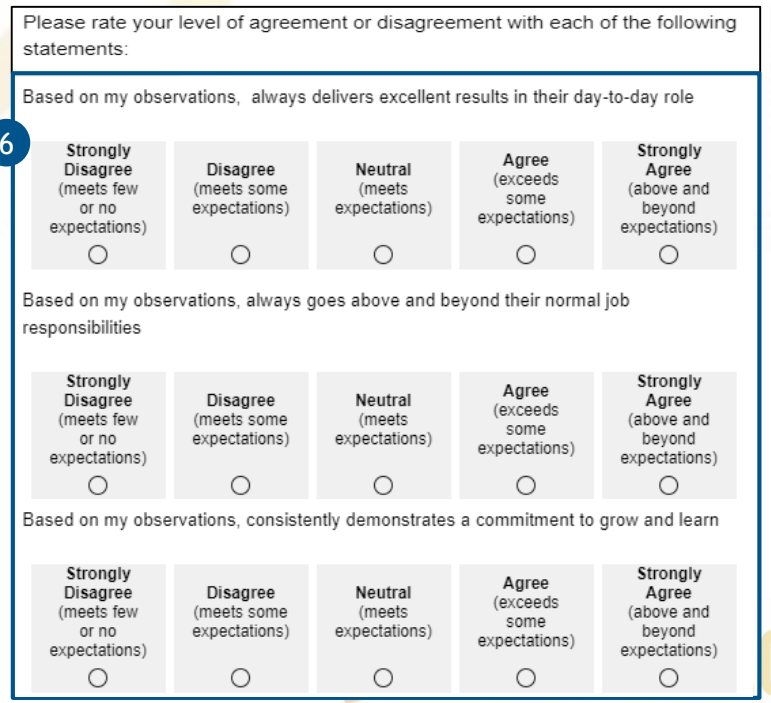
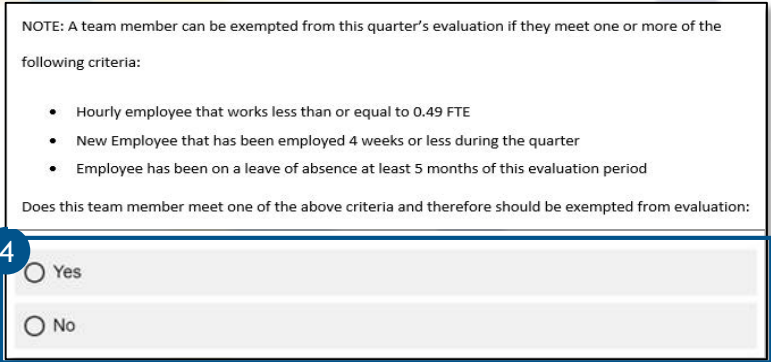


# How To: Complete the Evaluation (Single Sign-On)

1. To access the evaluation **click on the link provided in the evaluation email**. Or go to <https://stateofmissouri.co1.qualtrics.com/EX/ParticipantPortal>
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



[ENGAGE 2.0 Evaluation Quick Reference Guide](#)

# How To: Complete the Evaluation (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

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

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 the Talent Management Help Desk at 573-526-4500**