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
   - 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

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

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 the Talent Management Help Desk at 573-526-4500

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