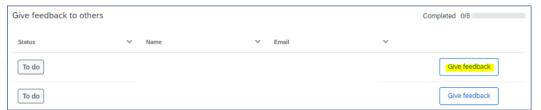
How To: Complete the Evaluation (Single Sign-On)

- Access the evaluation by clicking on the link provided in the evaluation email Or go to: https://stateofmissouri.co1.qualtrics.com/EX/ParticipantPortal
- 2. If prompted, 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 and click on Give Feedback**







- 4. Review the Evaluation
 Exemption criteria. Next,
 select the appropriate
 response for the Team
 Member being evaluated
- 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

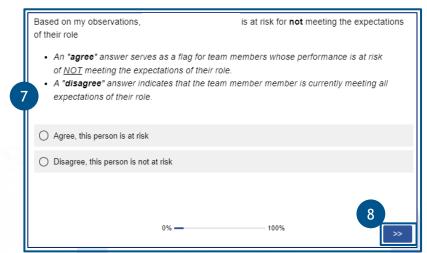


ollo	E. A team member can be exempted from this quarter's evaluation if they meet one or more of the wing criteria.
٠	Hourly employee that works less than or equal to 0.49 FTE
•	New employee that has been employed 4 weeks or less during the quarter
•	Employee has been on a leave of absence at least 8 weeks of this evaluation period
oes	s this team member meet one of the above criteria and therefore should be exempted from evaluation
0	Yes
0	

statements:							
	Based on my observations, always delivers excellent results in their day-to-day role						
S	Strongly Disagree (meets few or no expectations)	Disagree (meets some expectations)	Neutral (meets expectations)	Agree (exceeds some expectations)	Strongly Agree (above and beyond expectations)		
ı	0	0	0	0	0		
	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)		
	0	0	0	0	0		
	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)		
	0	0	0	0	0		

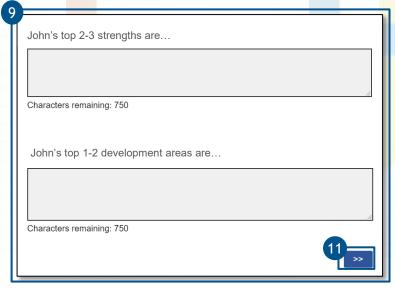
How To: Complete the Evaluation (Single Sign-On)

- 7. Select the appropriate response for the **low performance risk statement**
- Click the ">>" button to proceed



10

- 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



- · Understand the big picture KNOW Make good decisions
 Get the right things done YOUR ROLE Identify strengths and development opportunities LEARN Build individual talent (your own and others) & GROW · Continually improve the organization · Collaborate across the team **COMMIT TO** · Build a network to move things forward THE TEAM · Influence others regardless of my role · Role model the organization's values LIVE THE 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 right side of the page. Or click the **all task button** to return to the ENGAGE 2.0 portal homepage.

