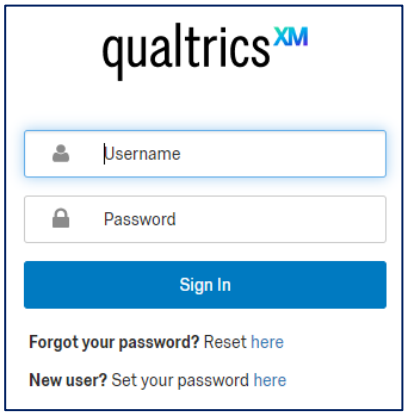
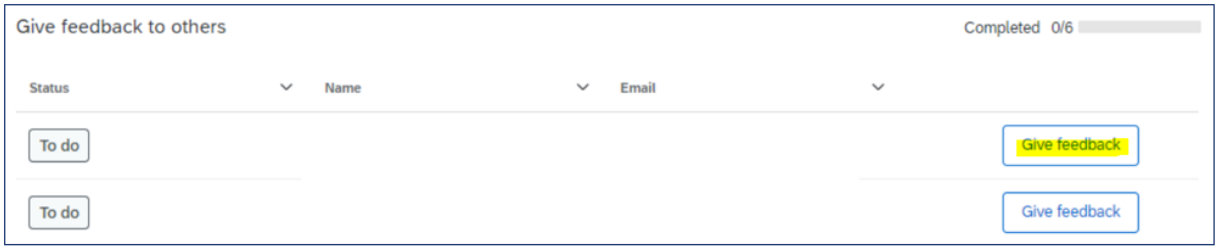
How To: Complete the Evaluation (Non-Single Sign-On)

1. Access the evaluation by **clicking on the link provided** in the evaluation email Or go to: https://engagementsurvey.co1.qualtrics.com/login



2. Log into the ENGAGE 2.0 platform using the **credentials provided in the email with the evaluation link**. *Note: As a new user, you will have the opportunity to set a password.*

3. Select the **Team Member** you are evaluating from your **ENGAGE 2.0 portal and click on Give Feedback**

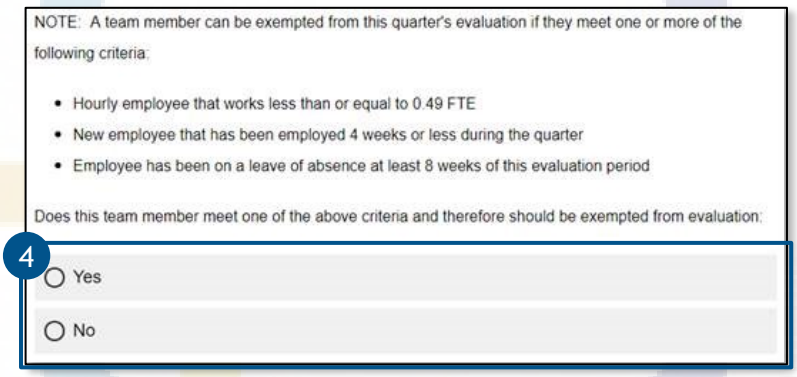


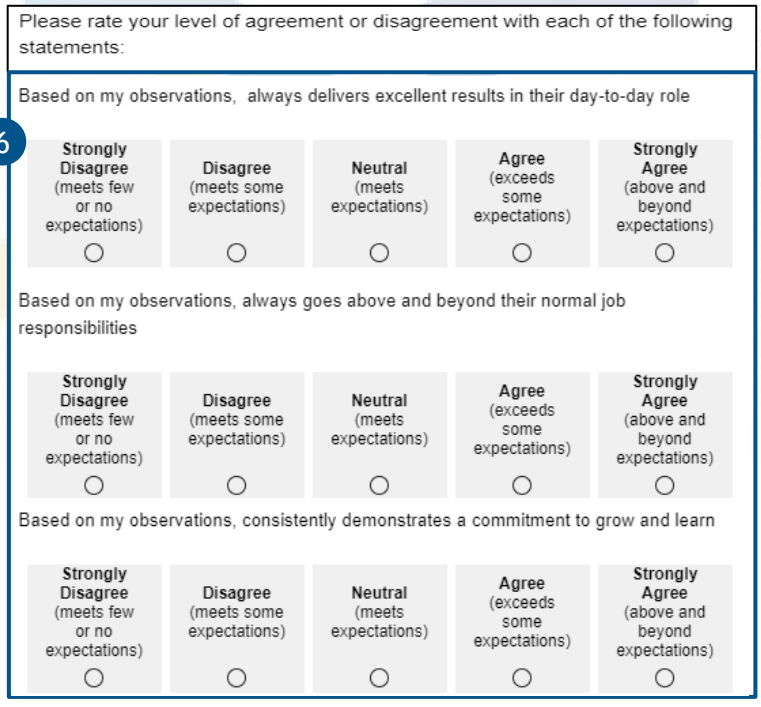
4. Review the **Evaluation Exemption criteria.** Next, **select the appropriate response** for the Team Member being evaluated

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**





ENGAGE 2.0

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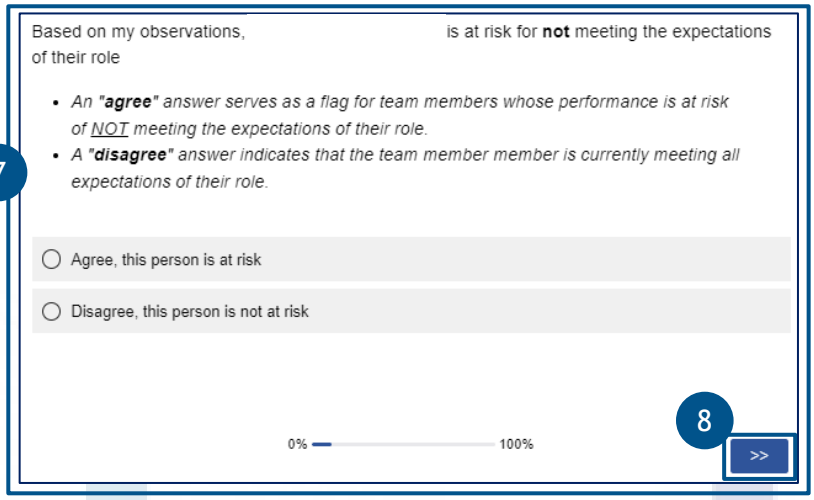
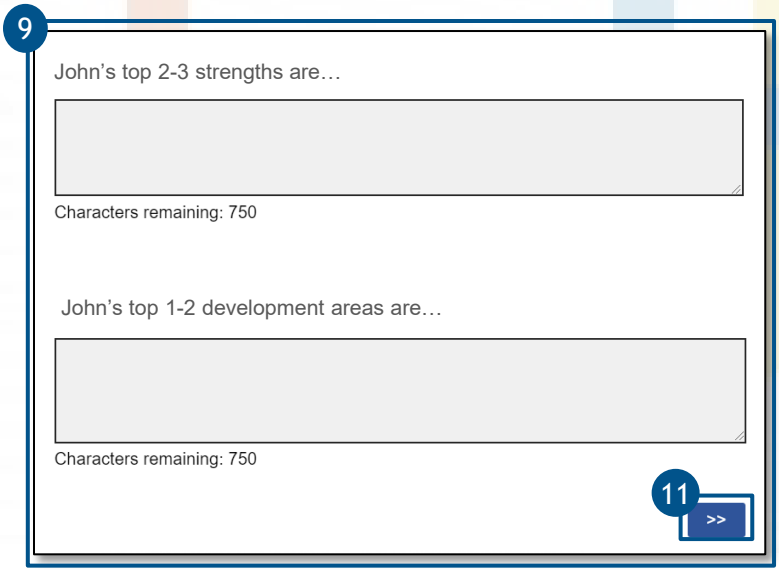
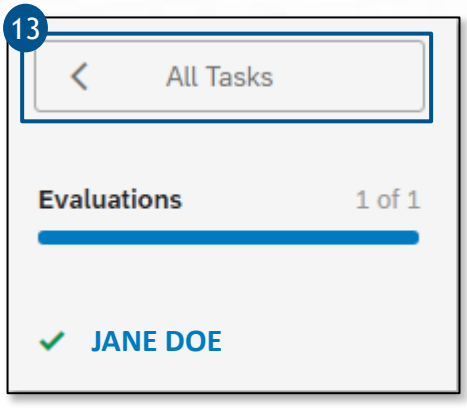
7. Select the appropriate response for the **low performance risk statement**
8. Click the "**>>**" button to proceed



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 right side of the page. Or click the **all task button** to return to the ENGAGE 2.0 portal homepage.



Questions? Email engage@oa.mo.gov or call the Talent Management Help Desk at 573-526-4500