**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.

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

   ![Select response](image)

   Based on my observations, is at risk for **not** meeting the expectations of their role

   - [ ] 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

   ![Enter strengths and development areas](image)

   John’s top 2-3 strengths are...

   [Text box]

   Characters remaining: 750

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

   [Text box]

   Characters remaining: 750

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.

   ![Complete evaluation](image)

   ![All tasks](image)

   Evaluations 1 of 1

   ✓ **JANE DOE**

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

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