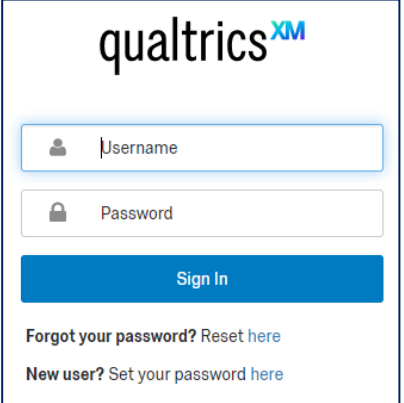


How To: Complete the Evaluation (Non-Single Sign-On)

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**



qualtrics^{XM}

Username

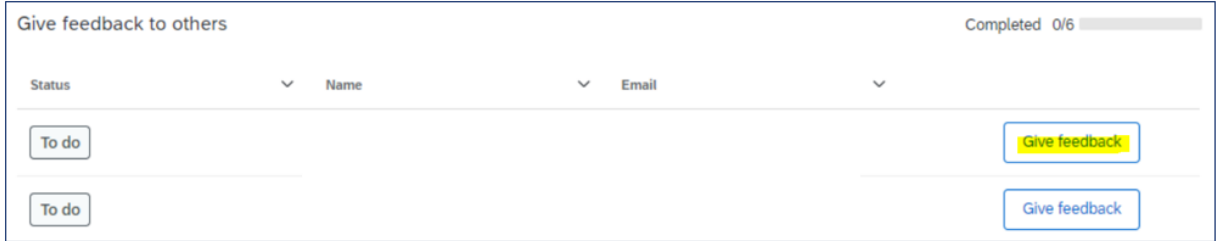
Password

Sign In

Forgot your password? Reset here

New user? Set your password here

3



Give feedback to others Completed 0/6

Status Name Email

To do Give feedback

To do 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

NOTE: A team member can be exempted from this quarter's evaluation if they meet one or more of the following criteria:

- 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

Does this team member meet one of the above criteria and therefore should be exempted from evaluation:

Yes

No

4

Please rate your level of agreement or disagreement with each of the following statements:

Based on my observations, always delivers excellent results in their day-to-day role

Strongly Disagree (meets few or no expectations)	Disagree (meets some expectations)	Neutral (meets expectations)	Agree (exceeds some expectations)	Strongly Agree (above and beyond expectations)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6



How To: Complete the Evaluation (Non-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

- An **"agree"** answer serves as a flag for team members whose performance is at risk of **NOT** meeting the expectations of their role.
- A **"disagree"** answer indicates that the team member member is currently meeting all expectations of their role.

Agree, this person is at risk

Disagree, this person is not at risk

0% 100%

8 >>

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

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

13

< All Tasks

Evaluations 1 of 1

✓ **JANE DOE**

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