LANDER UNIVERSITY

Lander University EPMS Employee Evaluation Instructions

As the Employee:

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on EPMS Online.
4. Click on View your Evaluation Document.

5. Scroll through and read the evaluation document created by the Supervisor (Rater) and approved by the Reviewer. Once reviewed, scroll to the bottom of the document, enter comments if desired:

Click the check box and submit.

(*Note: if you do not agree with the evaluation, you may also click the check box to make that declaration, prior to signing off on the document*).