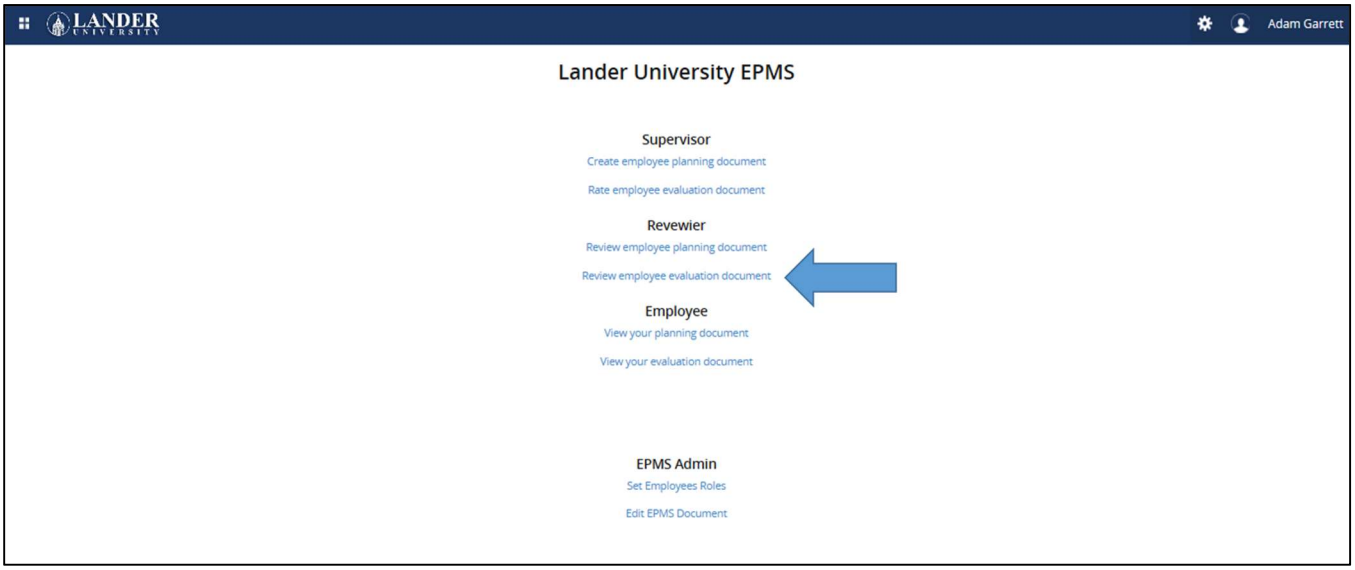
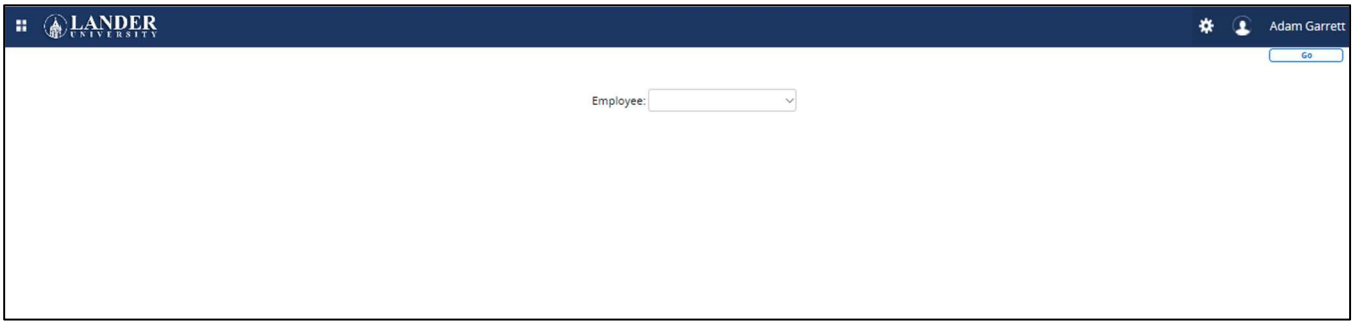
Lander University EPMS Reviewer Evaluation Instructions

As the Reviewer:

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on EPMS Online.
4. Click on Review Employee Evaluation Document. (*Note: this link is under the Reviewer section of the page*)



5. Select the employee's name from the drop-down box.



6. The evaluation document created by the Supervisor (Rater) will display. Scroll through and review all sections. You may enter comments if you would like.

If you approve, scroll to the bottom and click the check box and submit. (*Note: this will route the evaluation document back to the Supervisor (Rater*)