

## Lander University EPMS Reviewer Planning Stage 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 Planning Document (this link is under the Reviewer section of the page).

# CLANDER	*	•	Adam Garrett
Lander University EPMS			
Supervisor			
Rate employee evaluation document			
Revewier			
Review employee planning document			
Review employee evaluation document			
Employee View your planning document			
View your evaluation document			
EPMS Admin			
Set Employees Roles			
Edit EPMS Document			

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

# CANDER	*	٩	Adam Garrett
			<u>Go</u>
Employee: V			

6. The planning document created by the Supervisor (Rater) will display. Scroll through and review all sections. If you approve, scroll to the bottom and click the check box and submit. (*Note: this will route the planning document to the Employee*)