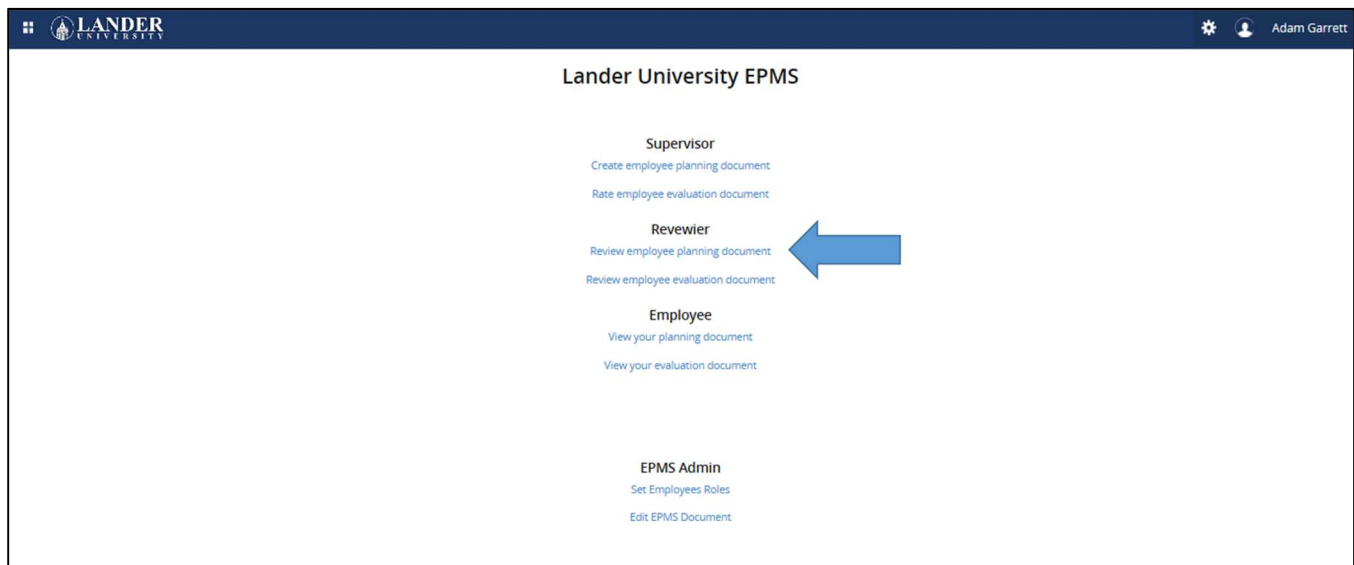




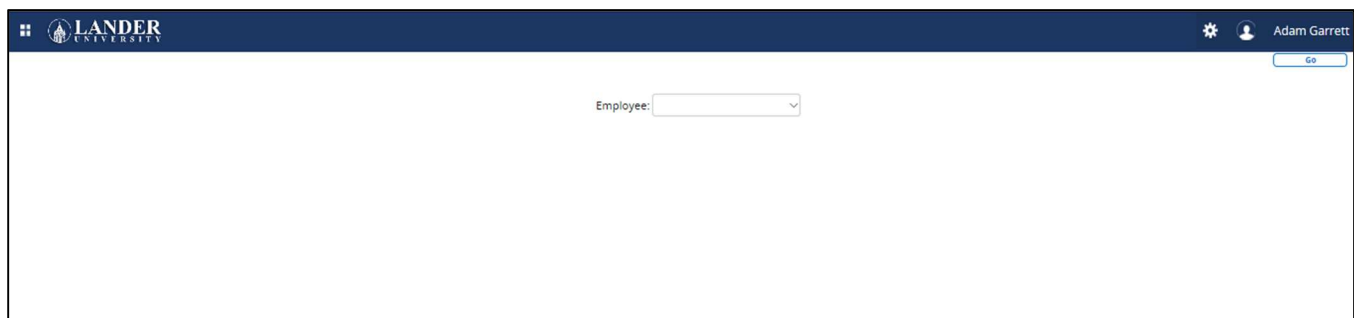
Lander University EPMS Reviewer Planning Stage Instructions

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).



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



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)