

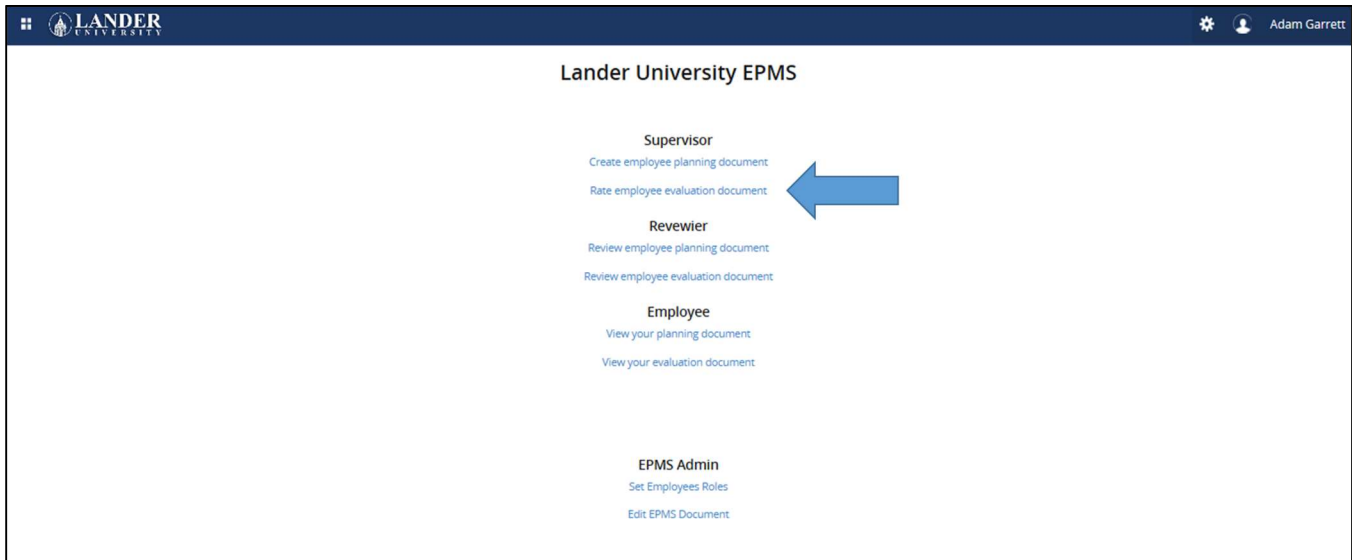


Lander University EPMS Supervisor Evaluation Instructions

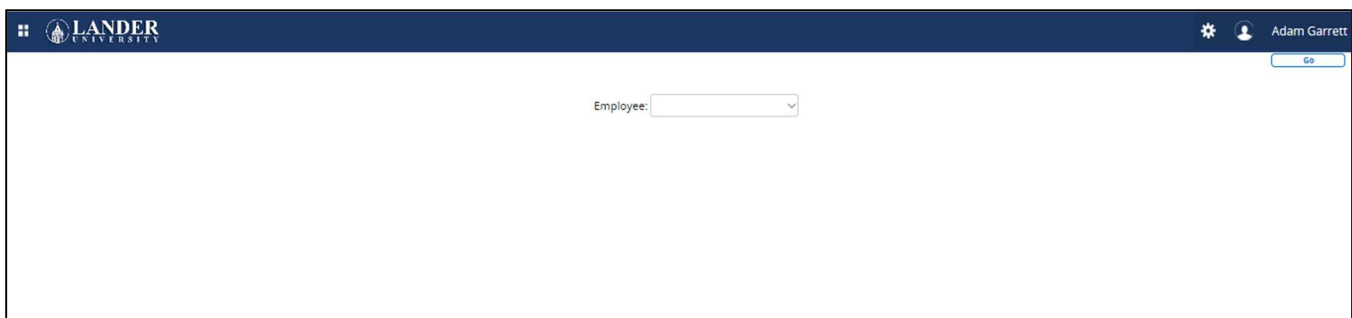
Evaluation Stage Instructions:

As the Supervisor (Rater):

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on [EPMS Online](#).
4. Click on [Rate Evaluation Document](#). (Note: this link is under the Supervisor (Rater) section of the page)




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





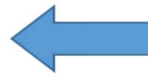
Lander University EPMS Supervisor Evaluation Instructions (cont'd.)

- The planning stage created previously will auto-populate. Under the job duty section, select the appropriate rating for each job duty and enter comments as appropriate.

Row	Job Function	Weight	Success Criteria	Comment	Rating
1	Administers pre-payroll, salary changes, and other changes as needed. Sends transactions to SCEIS to ensure information remains current.	30			<div style="border: 1px solid black; padding: 2px;">Successful Unsuccessful Exceptional</div> 

- Go to the Objectives section (*if applicable*) and select the appropriate rating for each objective and enter comments as appropriate.
- Go to the Performance Characteristics section and select the appropriate rating for each performance characteristic.
- Enter the overall comments about the employee's performance this rating period.

Enter your overall evaluation comments.
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Reviewer's Comment
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Employee's Comment
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Lander University EPMS Supervisor Evaluation Instructions (cont'd.)

10. Once all sections are completed, scroll to the bottom and click the check box and submit. *(Note: this will route the evaluation document to the Reviewer)*

Note: Once the Reviewer approves the evaluation, it will be routed back to you for you to release it to the employee. This will allow you to personally review the evaluation with your employee prior to the system sending it for their sign off.

To route an approved evaluation to the employee:

Repeat steps 1-5, above. Scroll to the bottom of the document and click [Release to Employee](#)

(Note: This button will only appear after the Reviewer has signed off. Clicking the release will allow the employee to see and sign off on their evaluation)