

# Classified Evaluation

## Acknowledgement & Response

# Employee Acknowledgement & Response

- The final step in the evaluation process is a required acknowledgement by the employee of receiving and reviewing a copy of the evaluation report.
  - The employee has the option of adding a response and comments to the evaluation report in addition to their acknowledgement.
  - This step is required and must be completed prior to the final work day of the contract year for the employee being evaluated.
- After login to the Online Evaluation Management System, the employee selects “Edit” at the top of the employee home screen.

## Personal Evaluations of (employee name)

Show 10 entries

Search:

| Eval Period | Status           | Position                    | Department        | Assigned To | Action                                      |
|-------------|------------------|-----------------------------|-------------------|-------------|---|
| FY1819      | Meeting Response | position title (Classified) | (department name) | You         | <a href="#">Select</a> <a href="#">Edit</a> |
| FY1718      | Complete         | position title (Classified) | (department name) |             | <a href="#">Download</a>                    |

Showing 1 to 2 of 2 entries

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Human Resources

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- When the new window opens, the employee scrolls down to review the Evaluation Report, including the evaluator ratings and comments for each Performance Accountability area, the Performance Summary, the Improvement Plan (if applicable), and the Growth/Goals.
- The employee may add their response or comments about the evaluation prior to acknowledging receipt and review of the report.

The screenshot shows a web form for employee acknowledgement. At the top, a dark red banner contains the text: "By submitting this form, you confirm you have read the evaluation and have met with your supervisor regarding the content". Below this is a text input area with the placeholder text "Include any response comments about your evaluation here". To the left of this input area, a grey arrow points to it with the text "Enter optional employee response". At the bottom of the form, there is an "Actions:" section with four buttons: "Delete Evaluation", "Cancel", "Save Draft", and "Submit". To the right of the "Submit" button, a red arrow points to it with the text "Select".

- The employee must select “Submit” at the bottom of the evaluation report to record their acknowledgement of receiving and reviewing a copy of the evaluation report.
  - The employee acknowledgement is required and only indicates receipt of the report, not necessarily agreement with the ratings, comments or other content.