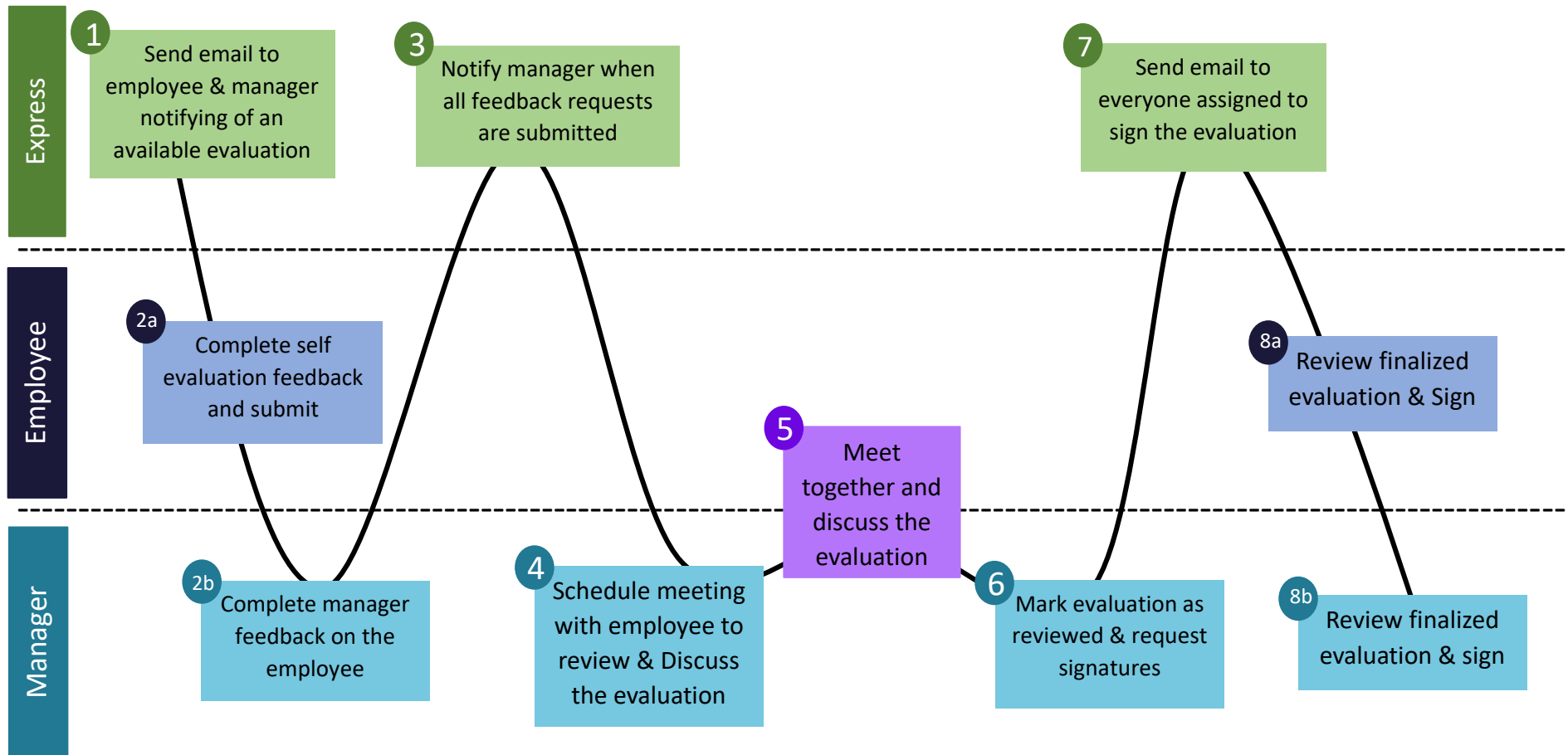
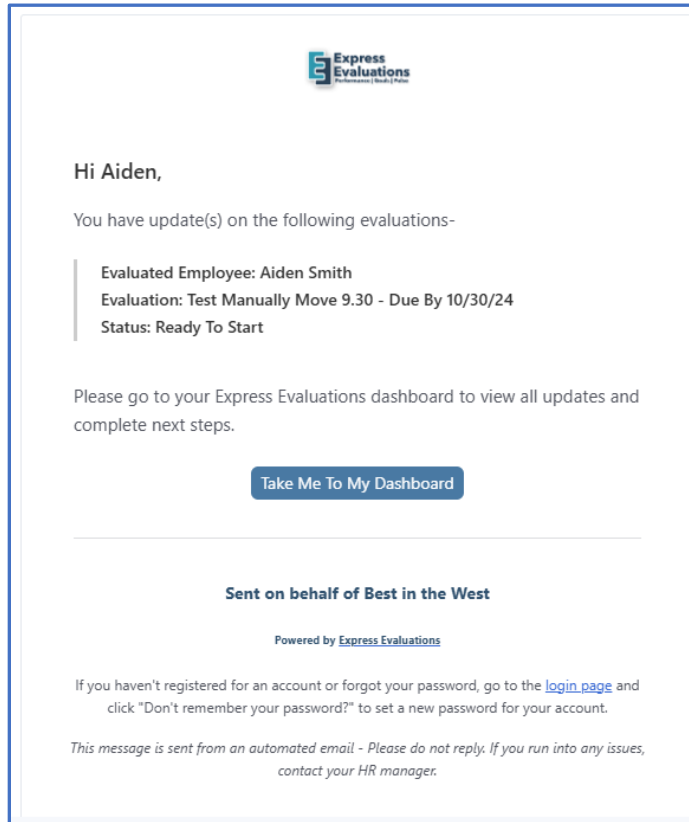


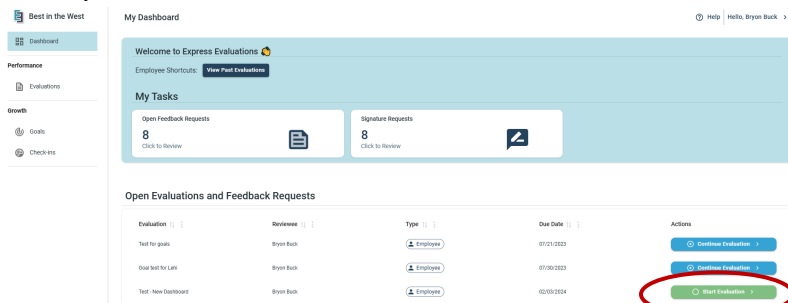
# Employee Evaluation Overview



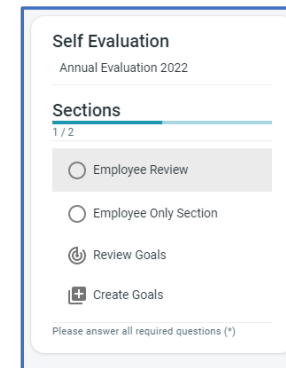
- When an evaluation is available, you will receive an email notifying you of outstanding task on your dashboard. Go to your dashboard to review all outstanding evaluations.



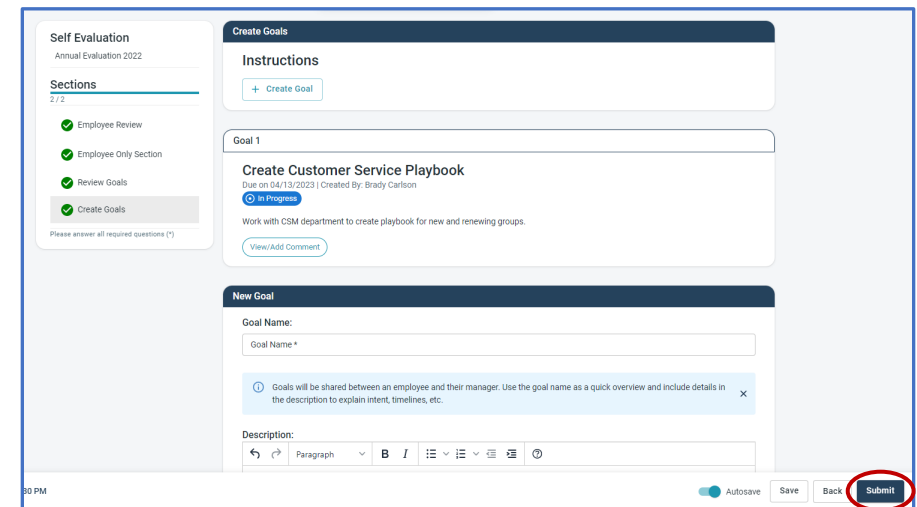
- From your Dashboard click "Start Evaluation"



- Complete each section of the evaluation, including Review Goals and Create Goals, if applicable.

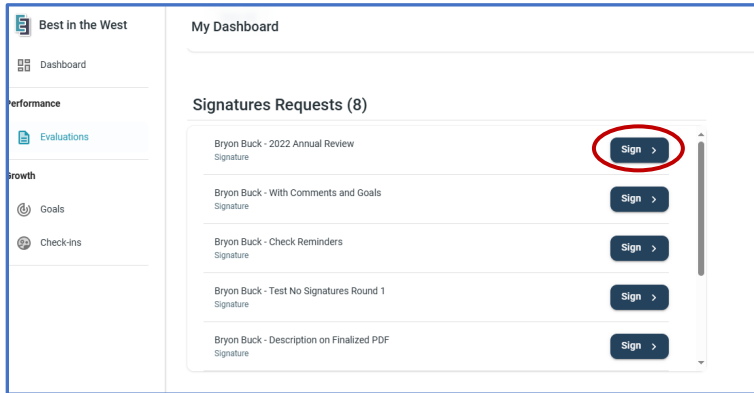


- Once all sections are completed (indicated with a checkmark next to each section), click "Submit" to complete your feedback request.

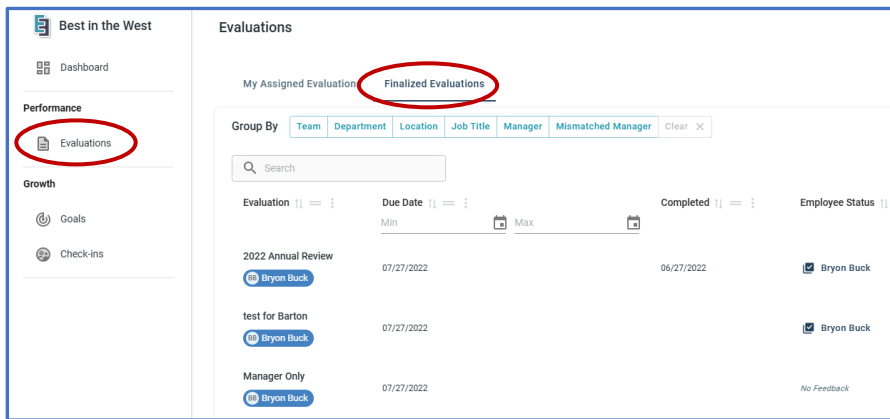


- Once your evaluation is submitted, your manager will complete their portion of the evaluation and schedule a time to review your evaluation and goals.

- After meeting with your manager, you will receive an email notifying you that it is ready to be signed. Log into [Expressevaluations.com](https://expressevaluations.com) and sign your evaluation.

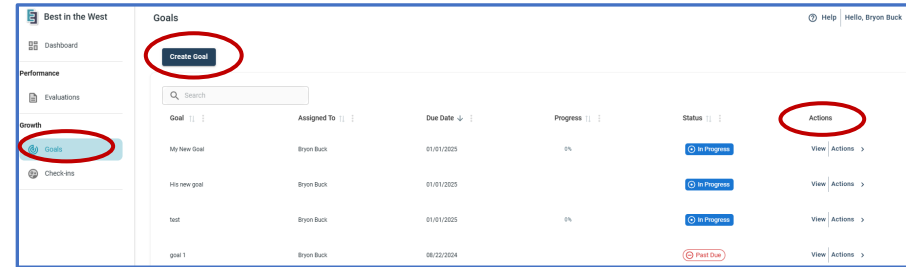


- After your evaluation is signed, you can review any finalized evaluations from your finalized evaluations page.



## GOALS

- If your company is utilizing goals, you can edit, make comments, mark goals as completed, or create new goals by going to your goals tab within the system.



- Goals – All of your goals will live here. Any goal you created during the evaluation flow, or goals created outside the evaluation flow will all appear here, including in progress, completed, and past due.
- Create a New Goal – If you need to create a new goal at any time, click “Create a New Goals” to get started.
- View | Actions – You can view your goal and add additional comments, update the status to completed, or you can update/change the goal by clicking “actions”.

- If you have any questions about the evaluation process, contact your HR department. If you have any questions regarding the system itself, you can send an email to [support@expressevaluations.com](mailto:support@expressevaluations.com).