Create Employee Evaluation

1. Login to MTSU Jobs Online at http://mtsujobs.mtsu.edu/hr and enter username and password.

2. Change you user type by clicking on Change User Type at the left of the page under Admin. Select Evaluating Supervisor and then click Change Group.

3. Click on Begin New Performance Evaluation at the left of the page under Evaluations.

4. Click Start Action under the appropriate evaluation type.

5. Complete the fields as needed (or leave blank) and then click Search.

6. Click Start Action under the position title.

7. Complete the first page of the evaluation and click Continue to Next Page.

8. You have been directed to the Previous Goals and Objectives page.
   - To set goals/objectives for the evaluation cycle:
     - Click on Add New Entry. Complete the fields. Click Add Entry.
     - Continue for each goals/objective. Once all goals/objectives have been entered, click Continue to Next Page.
   - If you do not need to set any goals/objectives for the next evaluation cycle, click Continue to Next Page.

9. The next page is the Rate Goals and Objectives Page.
   - To rate previously set goals/objectives:
     - Click on Edit under the entered goal/objective.
     - Select the appropriate rating and click Save Changes.
     - Continue the above two steps for each goal/objective. When all goals/objectives have been rated, click Continue to Next Page.
   - If goals were not previously entered, continue by clicking Continue to Next Page.

10. Continue to complete each page of the evaluation. Click on Continue to Next Page until the end of the evaluation.

11. Once the evaluation has been completed, select Send Evaluation to Evaluation Reviewer in the Evaluation Status box. Click Continue. Click Confirm. Please note: the Evaluation Reviewer is the supervisor’s direct supervisor. The Evaluating Supervisor is the employee’s supervisor.

The Evaluation Reviewer will be notified via email to review/approve the evaluation. Once the reviewer has completed the review, the evaluation will be returned to the Evaluating Supervisor so that discussion regarding the evaluation can be completed with the employee.