

Supervisor Evaluation Guide

1. Go to the Taleo Admin Login Screen from either your My.Astate or the direct link below:

From your My.AState:



Or

Taleo Admin Login Direct Link:

<https://phe.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=ARKASTAT2&act=redirectEwsV2&ewsId=57&redirectUrl=%2Fats%2Fews%2Fv2%2Flogin%3Forg%3DARKASTAT2%26ewsId%3D57>

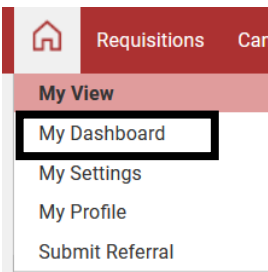
Login information:

Username – first part of your A-State email address

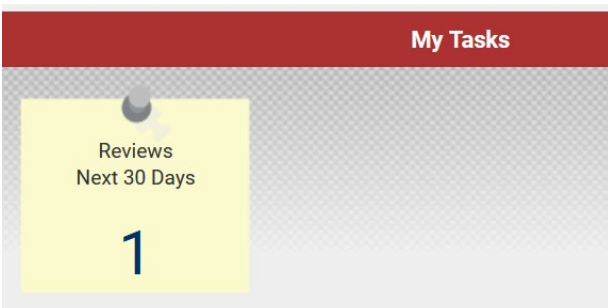
Password – Taleo Admin Password (if you are uncertain please select “Forgot Password”)

Company Code – ARKASTAT2

2. Once logged in, hover over the home button in the upper left hand corner and select “My Dashboard”:



3. On the My Tasks section, click on the “sticky note” that states Reviews



4. After clicking on the “sticky note” there will be a list of Employees that are Pending their Evaluations

Reviews Overdue

Performance Reviews Overdue

Due Date	Employee Name ▲	Title	Status	PDF	Action
1/7/20	Pulliam, Kathryn	Childhood Services Annual Evaluation	In Progress	View	View
1/7/20	Pulliam, Kathryn	Non-Classified Annual Evaluation	In Progress	View	View

[View](#)
[Edit](#)

5. Click the drop down arrow next to the word “View” and select “Edit” to go to that Employees Evaluation
6. Ensure that the “Compare with...”, as imaged below, is visible. If the “Compare with...” option is not available, the employee still needs to complete their Self-Evaluation. Please wait until you receive an email stating the employee has completed the Self-Evaluation and the “Compare with...” is visible (“Compare with...” will not show with the 90 Day Evaluation, Employees do not complete Self-Assessments on 90 Day Evaluations)



7. After the Evaluation is completed, please click “Complete” to send the Evaluation forward in the Approval Process. If you need to complete the Evaluation at a later date, please click “Save and Close” (Please note that the Evaluation will not go on for approval until you click “Complete”)

[Save and Close](#) [Complete](#)

If you have any questions, please contact Kristin Helms at khelms@astate.edu or 870-972-2446.