

Employee Guide

1. Log into the Talent Center from either your My.Astate or the direct link below:

From your My.AState:

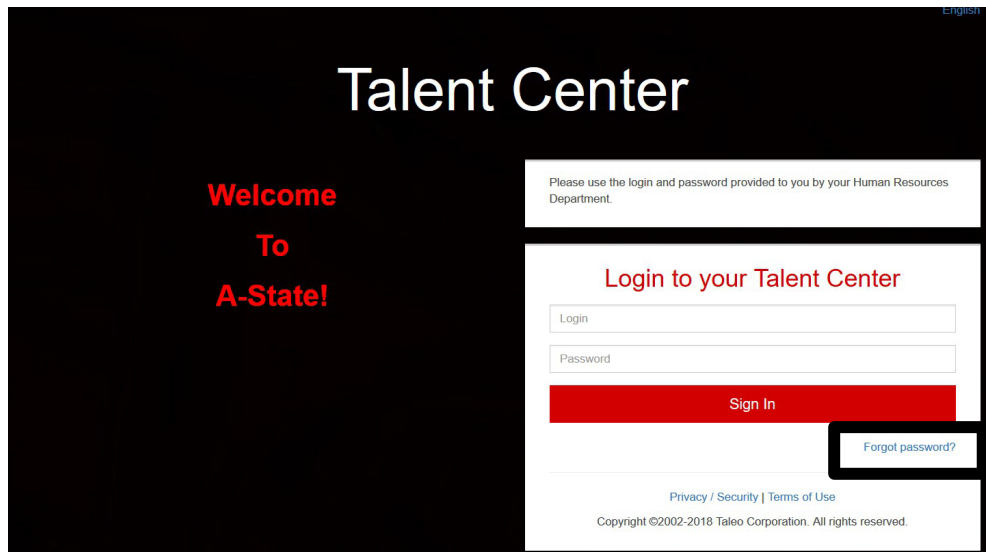


Or

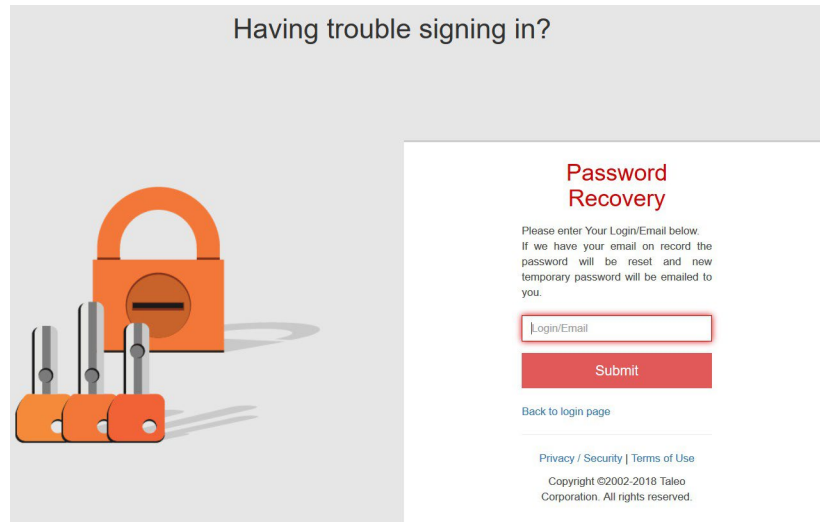
Talent Center Login Direct Link:

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

Login Username is your Full A-State email (example@astate.edu) and Password created for Taleo Talent Center (if you are uncertain of your Talent Center Password, please select "Forgot Password" as imaged below).

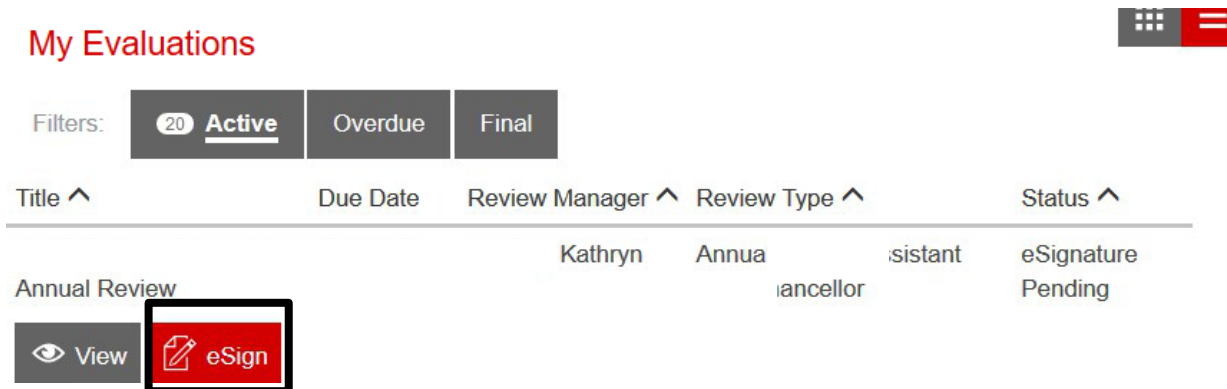


If “Forgot Password” is selected, a new screen will appear. Please enter your Full A-State Email and click “Submit”:

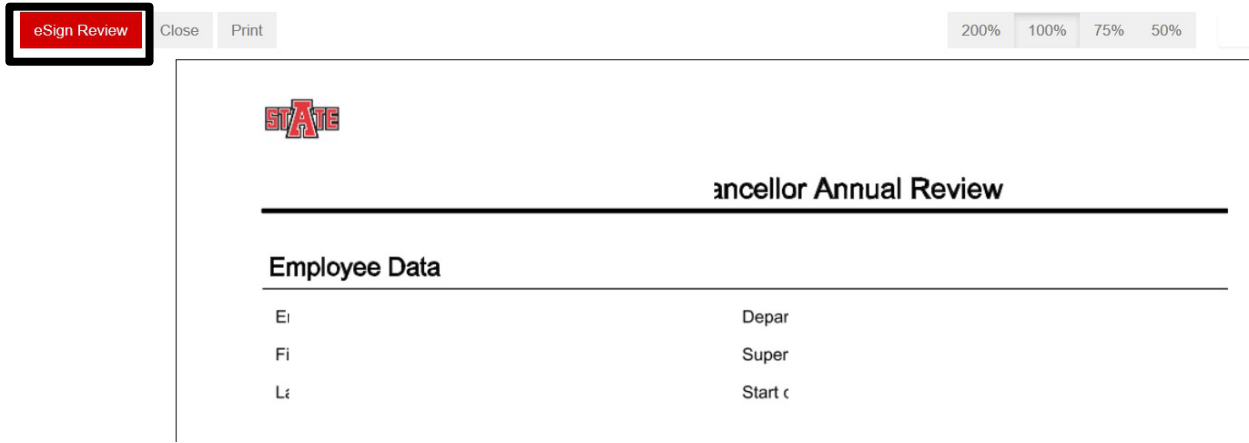


Within 30 minutes, you should receive an email at your A-State email address. Follow those steps to set a Password for your Taleo Talent Center. If you do not, please contact Kristin Helms at khelms@astate.edu or 870-972-3454

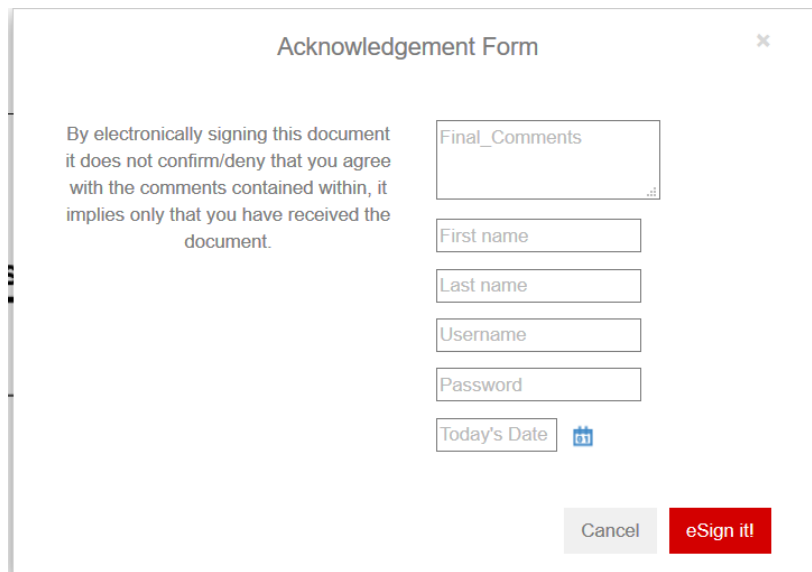
1. After the Performance Manager has completed their Evaluation, it will move forward in the Approval Process
2. Once your Evaluation has completed the approval process, you will receive an email notification requesting your e-signature. To “eSign”, log back into the Taleo Talent Center and scroll down to the “My Evaluations” section. Click the red “eSign” button



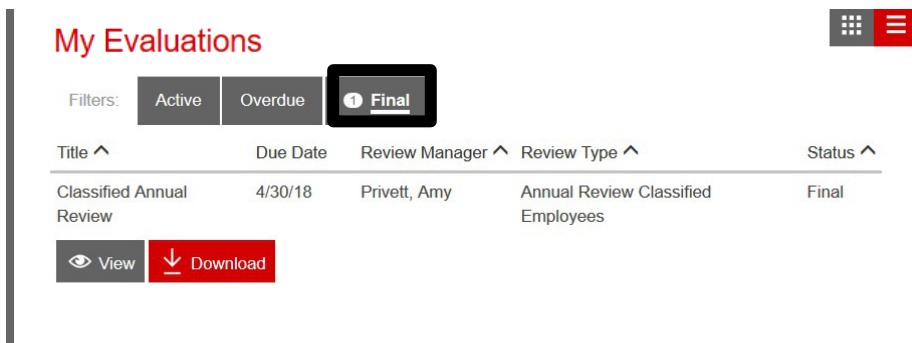
3. After clicking on the “eSign” button, the Performance Evaluation will open and allow comparisons to the Self-Evaluation with the Manager Evaluation. After reviewing the Performance Evaluation, please click the red “eSign Review” button (which can be found on the left hand side at both the top and bottom of the screen, please click on either)



- After clicking “eSign Review”, a pop-up box will appear, allowing any Final Comments and requiring your First Name, Last Name, Username (Full A-State Email), Password (Taleo Employee Password), and Today’s Date (click the calendar icon which will take you to the current date).



- The Manager will eSign the Evaluation. Once signed, the Performance Evaluation will be put in a Final Status and will be available under the “Final” Tab. The Evaluation will remain available for you to view under this Final tab



For any questions with your Performance Evaluation, please contact Kristin Helms at khelms@astate.edu or 870-972-3454