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

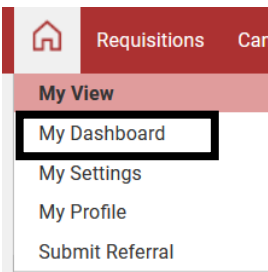Taleo Admin Login Direct Link:

https://phe.tbe.taleo.net/dispatcher/login.jsp

<mark>Login information:</mark>
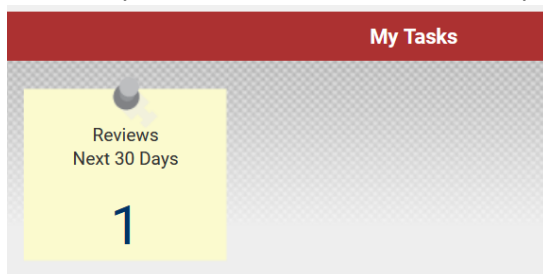
Username – first part of your A-State email address

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

5. Click the drop-down arrow next to the word "View" and select "Edit" to go to that Employees Evaluation

6. 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 Carson at khelms@astate.edu or 870-972-2446.