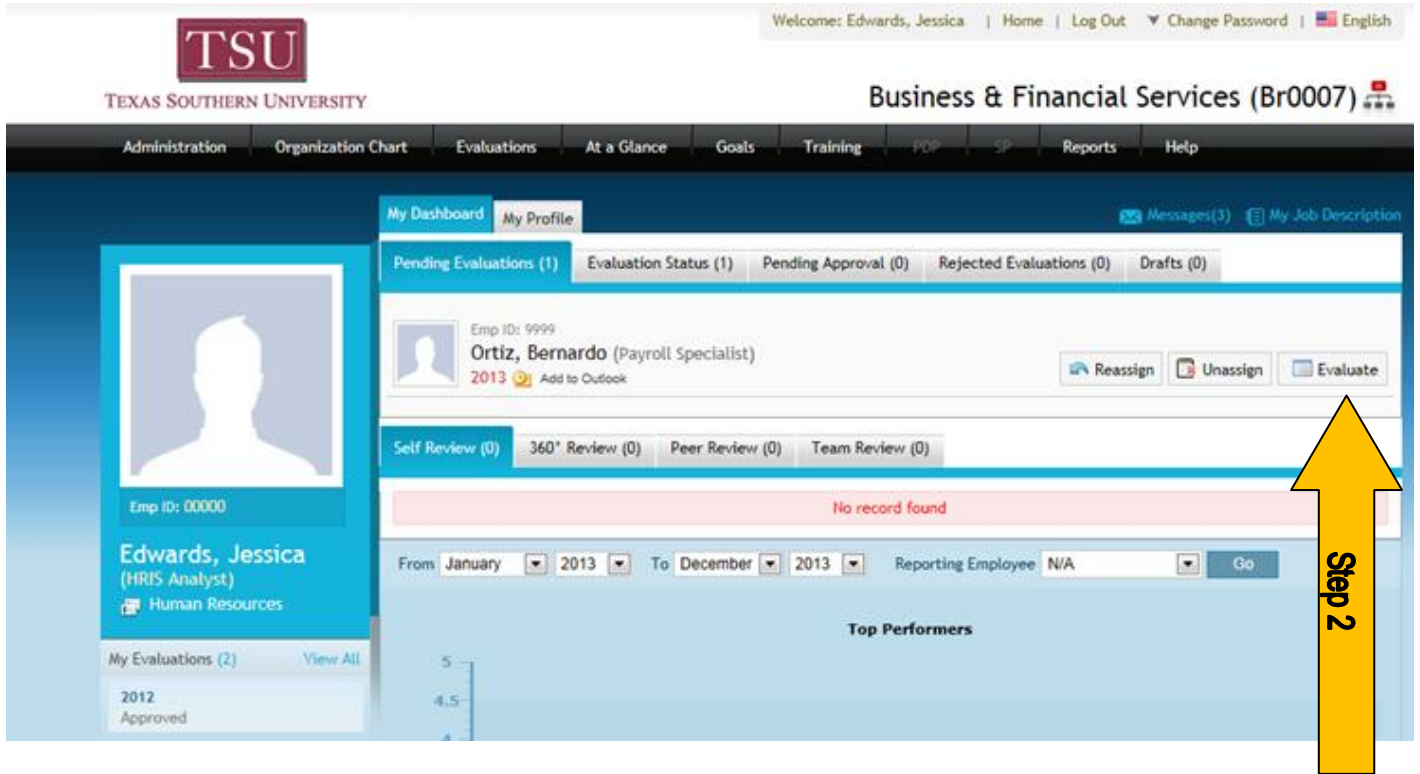


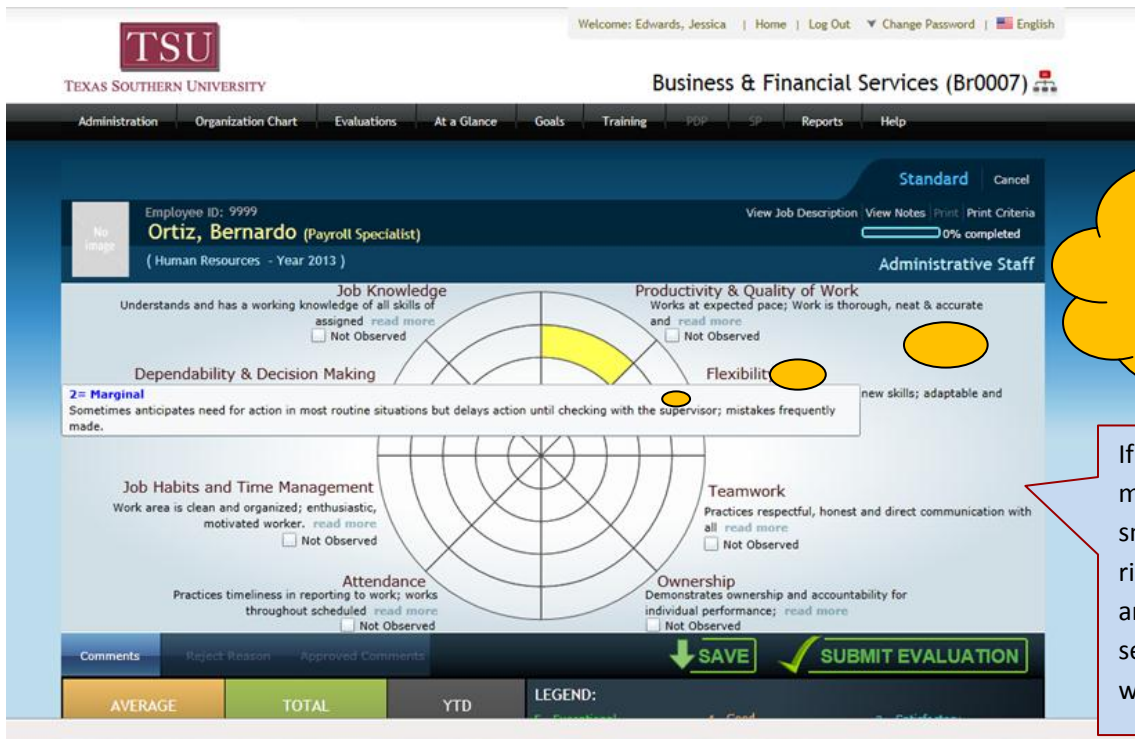
# How to Complete a Standard Evaluation

## Step 1 – Log In

## Step 2 – Click on “Evaluate”



## Step 3 – Complete the evaluation



Hover your mouse over each area of the Bullseye to see the descriptions of ratings between 1 – unsatisfactory and 5 – exceptional.

If you are evaluating a manager, you'll notice a small blue arrow to the right of the Bullseye. This arrow will lead you to a second Bullseye that you will need to complete.

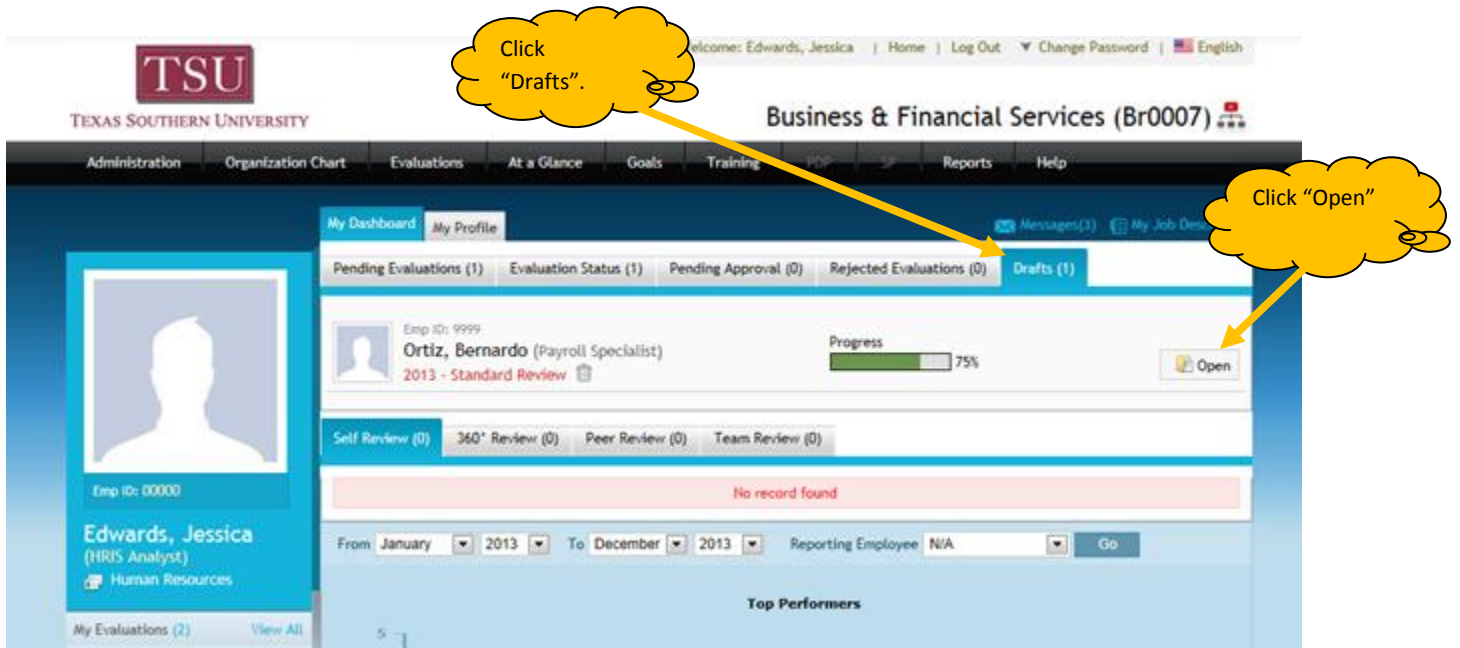
The screenshot shows the TSU Business & Financial Services (Br0007) evaluation interface. The employee being evaluated is Bernardo Ortiz, a Payroll Specialist. The evaluation is currently 0% completed. A dialog box titled 'Evaluation Forced Comments' is open, with the 'Flexibility' section selected. The dialog box contains a text input field and 'OK' and 'Cancel' buttons. The background shows various evaluation criteria such as 'Job Knowledge', 'Productivity & Quality of Work', 'Dependability & Decision Making', 'Job Habits and Time Management', and 'Attendance'. At the bottom, there are 'SAVE' and 'SUBMIT EVALUATION' buttons.

Complete notes for each section of the evaluations. Your notes should be specific, honest, and include examples.

The screenshot shows the same evaluation interface, but now the evaluation is 75% completed. A confirmation message 'Evaluation has been saved successfully' is displayed with an 'OK' button. A radar chart is visible in the center of the screen, showing progress across different categories. The categories include 'Dependability & Decision Making', 'Job Habits and Time Management', 'Attendance', 'Flexibility', 'Teamwork', and 'Ownership'. The 'SAVE' and 'SUBMIT EVALUATION' buttons are still present at the bottom.

Click on "SAVE" and then "OK" if you'd like to save your evaluation and complete it at a later time.

When you are ready to complete the evaluation, log back in to Bullseye, click on “Drafts” then click “Open”

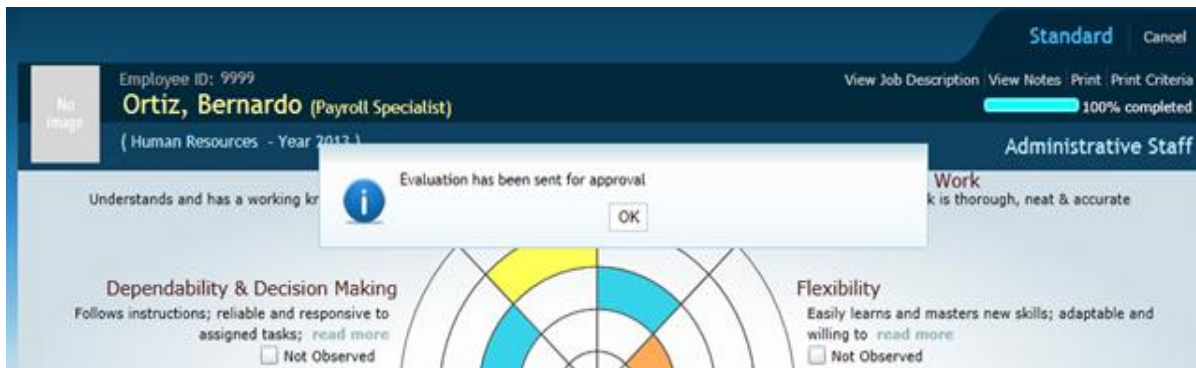


#### Step 4 – Submit the evaluation

Once you have completed the evaluation, click “SUBMIT EVALUATION”



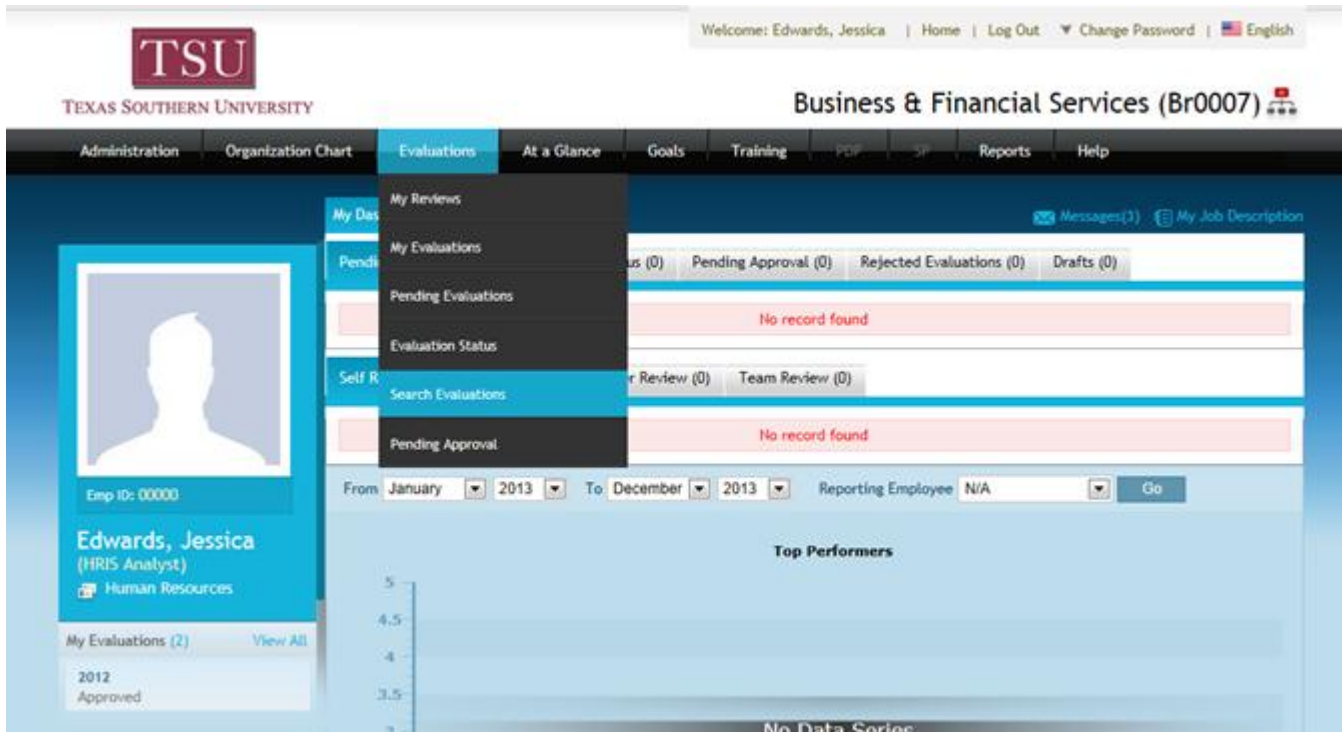
Your evaluation will then be sent to you approver for a final review.



**Congratulations – You have completed and submitted your employee’s evaluation!**

# Review an evaluation you have already written

Step 1: Click on "Evaluations" then click "Search evaluations"



Step 2: Click "View"

