



## Lander University EPMS Employee Evaluation Instructions

### As the Employee:

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on [EPMS Online](#).
4. Click on [View your Evaluation Document](#).

The screenshot shows the Lander University EPMS interface. At the top left is the Lander University logo. At the top right, there is a user profile for Adam Garrett. The main content area is titled "Lander University EPMS" and lists several user roles with their corresponding actions:

- Supervisor**
  - Create employee planning document
  - Rate employee evaluation document
- Reviewer**
  - Review employee planning document
  - Review employee evaluation document
- Employee**
  - View your planning document
  - View your evaluation document
- EPMS Admin**
  - Set Employees Roles
  - Edit EPMS Document

A blue arrow points to the "View your evaluation document" link under the Employee role.

5. Scroll through and read the evaluation document created by the Supervisor (Rater) and approved by the Reviewer. Once reviewed, scroll to the bottom of the document, enter comments if desired:

The screenshot shows a form for entering evaluation comments. It has three main sections, each with a horizontal line for input:

- Enter your overall evaluation comments.**
- Reviewer's Comment**
- Employee's Comment**

A blue arrow points to the "Employee's Comment" section.



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Click the check box and submit.

*(Note: if you do not agree with the evaluation, you may also click the check box to make that declaration, prior to signing off on the document).*