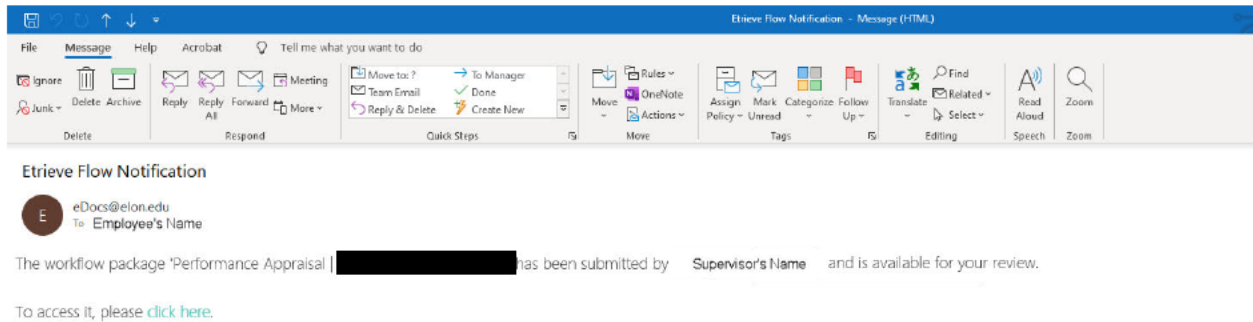
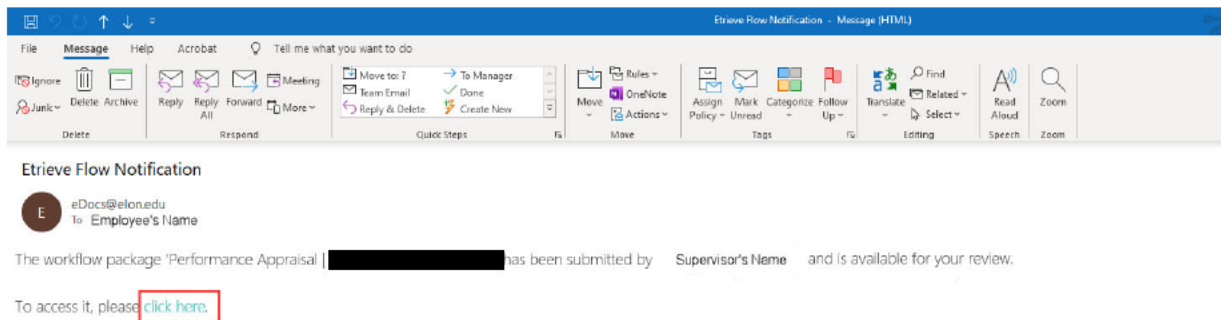


Employee Guide for Electronic Appraisal

1.) The employee will receive an email from “eDocs@elon.edu”. This is the notification that his/her/their supervisor has completed an appraisal and submitted it to the employee.



2.) The employee should click on the “Click here” link.



Employee Guide for Electronic Appraisal

eDocs will launch and may require the employee to authenticate through SSO. Once completed, the appraisal will display.



Staff Performance Appraisal

2022

Overview

Performance appraisal is an important component of Elon's ongoing staff performance management process. Staff members and supervisors complete a performance appraisal at least once annually and are encouraged to conduct a mid-year review as well to contribute to open, ongoing communication and feedback.

Origination Date	Appraisal Period Begin Date	Appraisal Period End Date
<input type="text" value="11/21/2022"/>	<input type="text" value="01/01/2022"/>	<input type="text" value="12/31/2022"/>
Staff Member's Name	Title	
<input type="text" value="Search by typing staff member's name or University ID."/>	<input type="text"/>	
Supervisor Name	Supervisor Title	
<input type="text" value="T.J. Bowie"/>	<input type="text"/>	

Is this Position Staff w/Faculty Rank?

☐ Yes ☐ No

Is this Staff Member in a supervisory role?

☐ Yes ☐ No

3.) The employee should read over the appraisal form paying attention to the ratings and comments for each competency.

Competencies

Complete this section to assess the staff member's competencies as they relate to the current position. Comment area available at the bottom of this form.

Job Knowledge

Demonstrates functional expertise as it relates to the job. Strives for excellence. Asks relevant questions when uncertain. Shares information and knowledge with others.

Rating

Comments

Technical Knowledge

Proficient in methods, techniques, and equipment necessary to accomplish work.

Rating

Comments

Employee Guide for Electronic Appraisal

4.) The discussion between the employee and the supervisor should occur and the employee may add Goals/Responsibilities as the supervisor instructs.

Goal/Responsibility #3

Goal/Responsibility #4

Goal/Responsibility #5

5.)The employee may also add Staff Member's Comments.

Overall Rating

Please select an Overall Rating

Consistently Exceeds

Supervisor Comments

Staff Member's Comments

6.) The employee will then click on the Acknowledge button to initiate the workflow back to the supervisor.

Select next level Reviewer/Approver (optional)

Search by typing staff member's name.

Reviewing Dean's Signature or Additional Signature (if appropriate)

Acknowledge History Attachments Locked Download Print