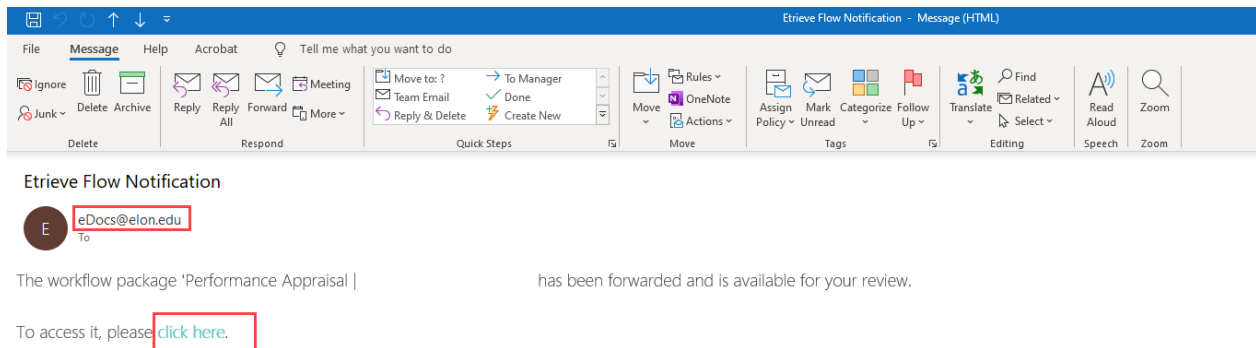


# Higher Level Approver and VP/Provost/President Guide for Electronic Appraisal

1.) Higher level managers and/or Vice Presidents/Provost/President will receive an email alerting them that an appraisal has been forwarded and needs review and approval. The email will be from eDocs@elon.edu.

Click on “click here” to launch eDocs and view the appraisal. You may have to authenticate through SSO, but once completed the appraisal can be viewed.



2.) Once the appraisal is displayed, you will be able to identify the appraised employee and see all the ratings and comments, from both the supervisor and the employee. Additionally, you will be able to see Accomplishments, Goals, Overall Rating and Comments and any attachments that may have been included.



## 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
11/21/2022	01/01/2022	12/31/2022
Staff Member's Name	Title	
Search by typing staff member's name or University ID.		
Supervisor Name	Supervisor Title	
T.J. Bowie		
Is this Position Staff w/Faculty Rank?		
<input type="radio"/> Yes <input type="radio"/> No		
Is this Staff Member in a supervisory role?		
<input type="radio"/> Yes <input type="radio"/> No		

# Higher Level Approver and VP/Provost/President Guide for Electronic Appraisal

Overall Rating

Please select an Overall Rating

Supervisor Comments

Staff Member's Comments

**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

Quality of Work

*Achieves results that are accurate, thorough, dependable and useful.*

Rating



3.) Once review is completed, non-VP/Provost will click on the Acknowledge button and the workflow to the VP/Provost/President will be initiated.



4.) VP/Provost/President will be able to see all the same fields as mentioned above. The only difference is upon clicking Acknowledge, the initiated workflow is to the appraised employee's electronic personnel file.

