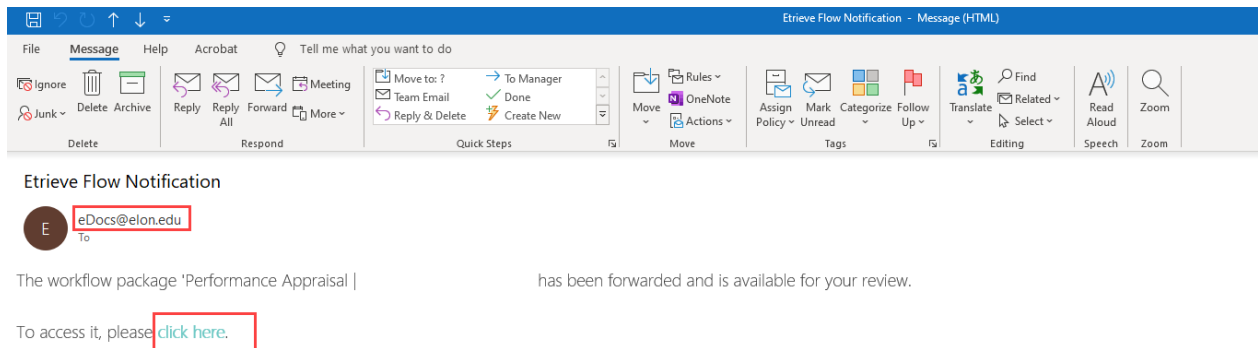


# Higher Level Approver and VP/Provost/President Guide for Electronic Appraisal

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

2023

### 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**

11/20/2023

**Appraisal Period Begin Date**

01/01/2023

**Appraisal Period End Date**

12/31/2023

**Staff Member's Name**

T.J. Bowie - 1695695

**Title**

**Supervisor Name**

TJ Bowie

**Supervisor Title**

**Is this Position Staff w/Faculty Rank?**

Yes  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. Select both a rating and include a detailed comment with the rationale for the rating.

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

### Rating

### Comments



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.

