

## Supervisor Report Guide for Evals

Go to the My OSU Portal

Click on Employee

When Evals appears in the lower right hand part of the page, click on Roles and select – Supervisor

Then click on the Reports Tab and Select Classified

The specific report page for the classified employees who report to you will appear

The screenshot displays the 'Evals' interface for a supervisor. At the top, there is a navigation bar with 'Oregon State University' and 'myOSU My Personal Page'. Below this is a menu with 'Welcome', 'Employee', 'Admin Tools', 'Supervisor', 'Campus Life', and 'OSU Libraries'. The main content area is titled 'Evals' and includes a search bar, a 'Reports' section, and a summary table. The 'Reports' section shows 'My Report' for 'OSU - JMSC - AGD - 211400' with a time period of 'All Active Evaluations as of 9/26/12'. A table titled 'Number of Active Evaluations by Stage' shows 2 Appraisals, 4 Goals, and 1 Results. An 'Evaluation List' is visible at the bottom. On the right, an 'At a Glance' summary lists 'Active Evaluations (2)', 'Overdue Evaluations (2)', and '30+ Days Overdue Evaluations (1)'. A URL is visible at the bottom of the page.

Stages	Number of Active Evaluations by Stage
Appraisal	2
Goals	4
Results	1

On the left hand side you will see a pie chart indicating the stages of the evaluations of your employees.

Below that you will see a detailed list of the status of each of your employees that you can click on and go directly to that evaluation.

On the right hand side of the page you will see a summary indicating how many evaluations are active, overdue, and those more than 30 days overdue.