Step 1 – Log on to the Evals System

Go to: https://myosu.oregonstate.edu/web/myosu/employee

Use ONID User Name and Password to log on

You will arrive at the MYOSU Welcome Page. Click on “Employee”

At your My OSU home page, the EvalS information will appear on the right hand side of the page

Look for the tab in the EvalS section titled ROLES. Click on ROLES, and select ADMINISTRATOR or Reviewer. Then Click on the REPORTS TAB and select CLASSIFIED.

NOTE: If you are a Reviewer, you will only have access to the data for your business center. If you attempt to “drill down” in another business center, you will receive an error message – You can only drill down to view the report of your own business center.
After the screen has refreshed look in the tool bar area at the top of the EvalS box and hover with your mouse over REPORTS – and select Classified in the Drop Down

The “first level” or entry page to the Reports function will appear

SELECTION OPTIONS

Opening Level – OSU Overall Data

You have several options at this point for selecting the report you desire.

You may choose to utilize the search window option on the upper right hand side of the page.

Within the text box you may enter the employee name, the employee OSU ID number, or the TS Organization Code Number. Once you have entered the information click on the blue SEARCH button
Below the text box search option, there is another box titled “At a Glance”. From this option you can select the category you may be interested in: Active Evaluations, Overdue Evaluations, or 30+ Days Overdue Evaluations. Within those categories you can select from either of the selections underlined in red – By Business Unit, or By Stage

On the main information “window” there is a tool bar at the top. If you click on Drill Down, a drop down selection window will appear and allow you to select the Business Center you may be interested in.

Also on the tool bar is an option titled Chart Type. By clicking on that box, a drop down will allow you to display the data either with a Pie Chart, or Column Chart (vertical bars), or a Bar Chart (horizontal bars).

On the bottom left section of the page you may also click on any of the red colored and underlined selections to bring up data on the business center you are interested in.

2nd Level Options / Business Center

Once you have selected the Business Center you are interested in, the screen will refresh with only the data for that Business Center displayed.
From here you may select the data of interest for an individual business unit within the Business Center. You also can choose to change the type of data you are interested in.

To change the type of data to be displayed, go to the “At a Glance” section on the right side and choose the type of data desired Active Evaluations, Overdue Evaluations, 30+ Day Overdue Evaluations.

To select an individual business unit you may make a selection in two different ways.

You may hover with your mouse over a “slice” of the pie and click to bring up data for that particular business unit.

Or, you can select from the list of business units listed in red and underlined at the bottom left of the page.

3rd Level Options / Organizational Code within a Business Unit within a Business Center

Once you have selected the Business Unit you are interested in, the screen will refresh with only the data for that Business Unit displayed.
From here you may select the data of interest for an organization code within the Business Unit. You also can choose to change the type of data you are interested in.

To change the type of data to be displayed, go to the “At a Glance” section on the right side and choose the type of data desired Active Evaluations, Overdue Evaluations, and 30+ Day Overdue Evaluations.

To select an individual organization code you may make a selection in two different ways.

You may hover with your mouse over a “slice” of the pie and click to bring up data for that particular organization code.

Or, you can select from the list of organization codes listed in red and underlined at the bottom left of the page.

4th Level Options – Individual or Stage Data for an Organization Code within a Business Unit, within a Business Center -

Once you select a particular organizational code, you will notice that the data and selection options change.
The data is now presented by the stages of the evaluations within that organizational code: goals, results, appraisal, release, and signature.

At the bottom left, you will have data on each employee within that organizational code. The page will list the employee name, the review period, the name of the supervisor, number of days overdue, and status.

You will notice that the Supervisor names are listed in red and underlined. You may click on any of the supervisor’s and the data on all of the employees reporting to that supervisor will be displayed.

You will also notice that the status for each employee is listed in red and underlined. You may click on the status of any employee and EvalS will display the evaluation for that employee.

**Navigation Helps**

If you desire to go back to the previous page there are two methods: One simple way is to utilize the blue “back” arrow at the very top of the internet browser tool bar. The other method is to locate the “path” indicated in the same area as the chart is displayed. In the top left of that area, you will see the path you have used so far. You can click on a previous point in the path to return to that page.

If you need to return to the EvalS beginning section at any time, look for the tab titled, “Home” and click on it.

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