



## Lander University EPMS Reviewer Evaluation Instructions

### As the Reviewer:

1. Login to Bearcat Web.
2. Go to the Employee menu.
3. Click on [EPMS Online](#).
4. Click on [Review Employee Evaluation Document](#). (*Note: this link is under the Reviewer section of the page*)

The screenshot shows the Lander University EPMS interface. The header includes the Lander University logo and the user name 'Adam Garrett'. The main content area is titled 'Lander University EPMS' and contains three sections: 'Supervisor', 'Reviewer', and 'Employee'. The 'Reviewer' section is highlighted with a blue arrow pointing to the 'Review employee evaluation document' link. The 'Supervisor' section includes 'Create employee planning document' and 'Rate employee evaluation document'. The 'Employee' section includes 'View your planning document' and 'View your evaluation document'. The 'EPMS Admin' section includes 'Set Employees Roles' and 'Edit EPMS Document'.

5. Select the employee's name from the drop-down box.

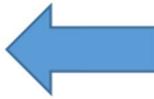
The screenshot shows the Lander University EPMS interface with the 'Employee' section selected. The header includes the Lander University logo and the user name 'Adam Garrett'. The main content area is titled 'Employee:' and contains a drop-down menu for selecting an employee's name. A 'Go' button is visible in the top right corner.



## Lander University EPMS Reviewer Evaluation Instructions (cont'd)

- The evaluation document created by the Supervisor (Rater) will display. Scroll through and review all sections. You may enter comments if you would like.

Enter your overall evaluation comments.
Reviewer's Comment
Employee's Comment



If you approve, scroll to the bottom and click the check box and submit. (*Note: this will route the evaluation document back to the Supervisor (Rater)*)