


Annual Evaluation Online Form Instructions for Employees

- Supervisor schedules a face to face meeting with the employee
- After the meeting, the supervisor will send the form via workflow to the employee
- Employee receives an email from no-reply@semo.edu, with a link to the workflow form
 - “Your annual evaluation has been completed by Supervisor Name. Please review and add your comments. When you are finished, you can sign and return the submission to your supervisor. You can access your task by clicking this [link](#). You can see all your tasks at myworkflows.semo.edu
- Employee may access the form two (2) ways. They may click on the link in the email or they may log in to work flow system @ myworkflows.semo.edu
 - Option #1 - If the employee clicks on the link, they will be routed directly to the form
 - Employee logs in with SE key and password
 - Comments may be entered in the “Employee Comments” box
 - If the employee would like to enter comments, they must enter comments before selecting “Sign this Section”
 - If the employee has electronically signed and would like to go back and add/edit comments, they may select the “Edit this Section” button.
 - Employees may save their comments and return to form later by selecting the “Save” button. This will save the form in the employee’s task list
 - Once complete , Select the red “Sign this Section” button (at the bottom right), which inserts the employee electronic signature
 - Employee selects the “Return to Supervisor” button to submit to supervisor
 - Option #2 - If the employee logs in to myworkflows.semo.edu, they will be taken to the workflow home page
 - Select the “Login tab”, located at the top of the screen
 - Log in with Southeast key and password
 - Select the “My Task” tab, located at the top of the screen
 - Select “Task List”, under My Task tab
 - My Tasks will appear on the left part of the screen
 - Select the  icon, which allows the employee to perform the task and complete the evaluation
 - Comments may be entered in the “Employee Comments” box
 - If the employee would like to enter comments, they must enter comments before selecting “Sign this Section”
 - If the employee has electronically signed and would like to go back and add/edit comments, they may select the “Edit this Section” button.
 - Employees may save their comments and return to form later by selecting the “Save” button. This will save the form in the employee’s task list
 - Once complete , Select the red “Sign this Section” button (at the bottom right), which inserts the employee electronic signature
 - Employee selects the “Return to Supervisor” button to submit to supervisor
- Supervisor electronically signs the form and submits the final copy
- Supervisor & employee receive an email with the final pdf document attached