

Employee eSignature Guide for Evaluations

Employee Information about Evaluations

Performance evaluations at A-State are designed with you in mind! They're a great opportunity to reflect on your accomplishments, talk about your goals, and get valuable feedback to support your professional growth. Whether you're new to your role or a long-time team member, this process helps ensure everyone is aligned and supported as we work toward A-State's goals together.

What's my role as an employee in the evaluation process?

After your supervisor completes your evaluation, you'll receive an email notification inviting you to review it. From there, you'll have a chance to:

1. Review your evaluation
2. Add comments (if you'd like)
3. Sign electronically to complete the process

This is your time to be part of the conversation and share your perspective!

Why do performance evaluations matter?

Evaluations aren't just about checking a box—they're a chance to connect, grow, and celebrate the great work you're doing. They also help identify areas where you might need support, training, or new opportunities.

Your voice is important in this process, and we encourage you to engage fully and ask questions if you're unsure about anything.

Questions? We are here to help! Contact our [Human Resources](#) Office with any questions.

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