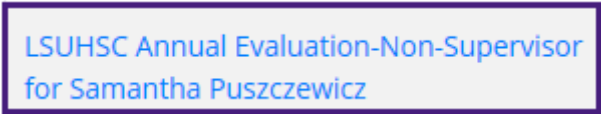

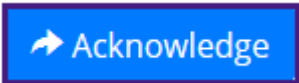
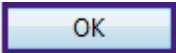



Employee Acknowledges Evaluation

Step	Action
1.	Click the LSUHSC Annual Evaluation link. 
2.	Click the Down button of the scrollbar to enter comments in the Comment box and Acknowledge button. 
3.	<i>NOTE: Clicking Acknowledge does not signify agreement with the evaluation, but does verify review and receipt of the evaluation.</i>
4.	Click the Acknowledge button. 
5.	A warning message displays providing the last opportunity for revision. Click the OK button. 
6.	A message displays your acknowledgment was recorded.
7.	The Overview page indicates that <i>Step 7: Employee Acknowledges Evaluation</i> is complete.
8.	Click the Log Out link. 
9.	This completes <i>Employee Acknowledges Evaluation</i> . End of Procedure.