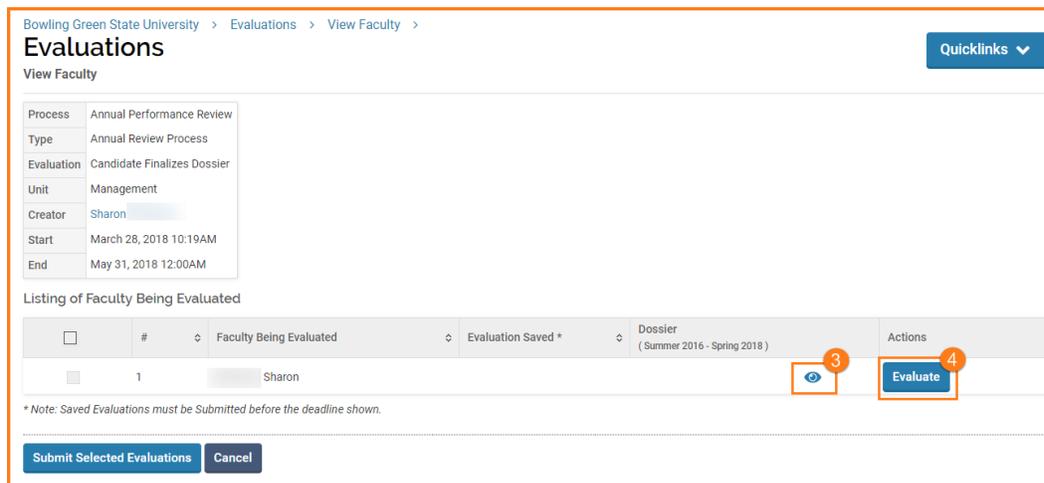## EVALUATIONS

Candidate Finalizes Dossier

When it is time to submit your dossier, you will see an action item on your home page to complete your evaluation as well as a link in the Evaluation Section for Candidate to Finalize Dossier.
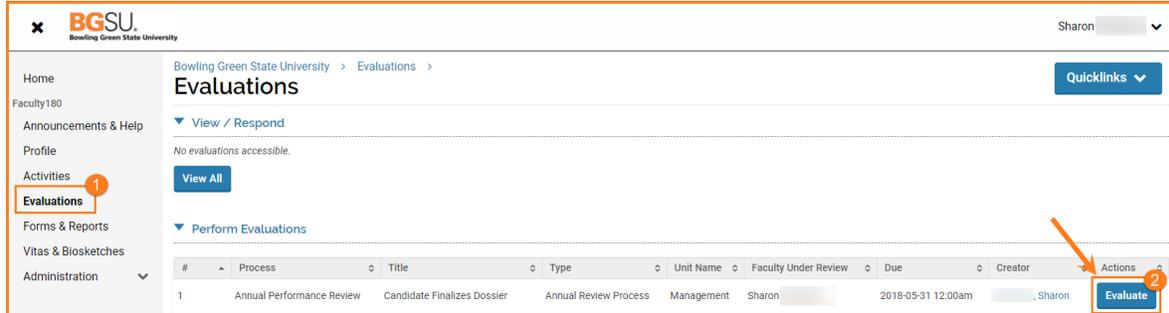
1. Click on **Evaluations** in left navigation
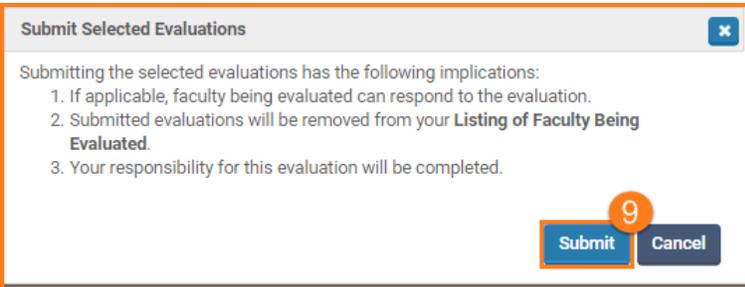2. Click on **Evaluate** button on "Candidate Finalizes Dossier" line

3. Click the **View** icon to preview before submitting and close window when finished reviewing.
4. Click the **Evaluate** button when ready to submit.

Evaluations
Evaluate

* Indicates required field

A Evaluation Details

Evaluation Of	Sharon
Title	Candidate Finalizes Dossier
Type	Annual Review Process
Description	-
Evaluation Author	Name Withheld

Dossier Verification

B Input Form

"I confirm that all the information contained in my dossier is complete and accurate to the best of my knowledge."

Agree* [Select ▼] ⑤

C Standard Evaluation Input

Evaluation

[B I U | ≡ ≡ ≡ | ≣ ≣ | ⫷ ⫸ | Font Size ▼ | ⚯ ⚯ | 🗎 🗎]

Path: p

🛈 No attachments uploaded.

Attachment

[Choose File] No file chosen

[Add Another]

⑥ [Save] [Cancel]

---

5.   Click the **Select** button and choose **Yes** (only option)
6.   Click **Save**

Bowling Green State University > Evaluations > View Faculty >

Evaluations
View Faculty

[Quicklinks ▼]

Process	Annual Performance Review
Type	Annual Review Process
Evaluation	Candidate Finalizes Dossier
Unit	Management
Creator	Sharon
Start	March 28, 2018 10:19AM
End	May 31, 2018 12:00AM

Listing of Faculty Being Evaluated

☐	# ⇅	Faculty Being Evaluated ⇅	Evaluation Saved * ⇅	Dossier (Summer 2016 - Spring 2018)	Actions
☑ ⑦	1	Sharon	✔ Not Submitted	👁	[Evaluate]

* Note: Saved Evaluations must be Submitted before the deadline shown.

⑧ [Submit Selected Evaluations] [Cancel]

---

7.   **Check the box** to select the Faculty Being Evaluated
8.   Click **Submit Selected Evaluations** – it is NOT submitted until this button is activated

Submit Selected Evaluations ✖

Submitting the selected evaluations has the following implications:
1. If applicable, faculty being evaluated can respond to the evaluation.
2. Submitted evaluations will be removed from your **Listing of Faculty Being Evaluated**.
3. Your responsibility for this evaluation will be completed.

Submit **Cancel**

9. Click **Submit**
10. You will receive an email from Faculty180 letting you know the Faculty Self Evaluation is Completed

BGSU.
Bowling Green State University

Home
Faculty180
 Announcements & Help
 Profile
 Activities
 Evaluations

Bowling Green State University > Info >

Info

The evaluation has been submitted

Return to Interfolio Home
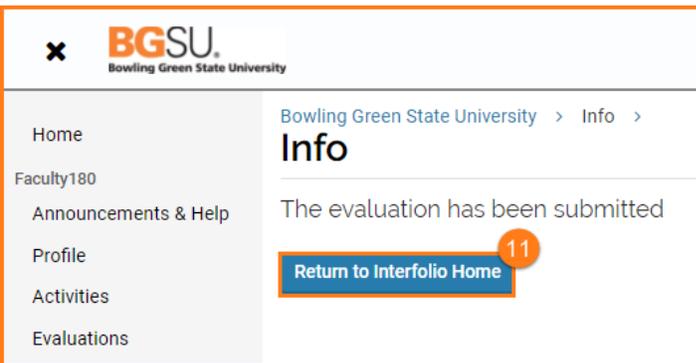
11. Click Return to Interfolio (Faculty180) **Home**

Welcome back, Sharon

Your Action Items

☑ There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.
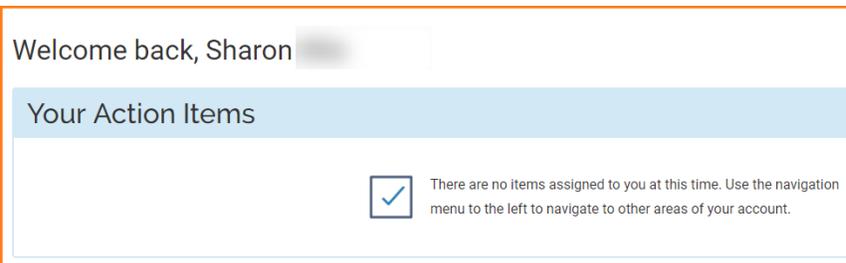
12. The Home screen shows your Action Item completed.

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.