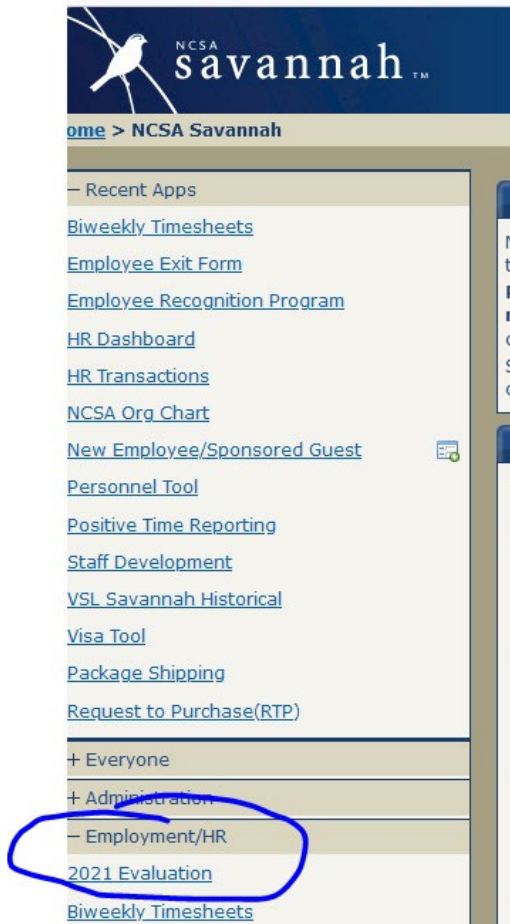


## Job Aid

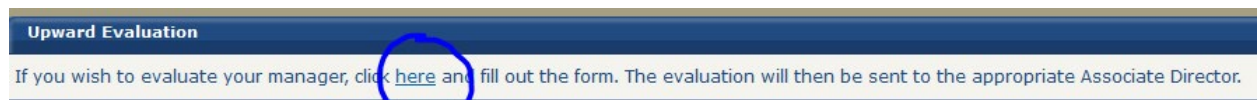
### Upward Evaluation

#### Step-by-Step Instructions for Employees

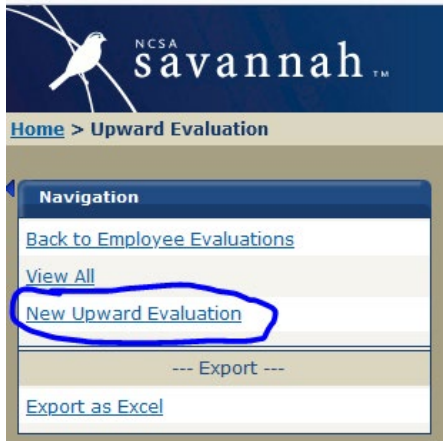
1. Use your NCSA Kerberos credentials to login to NCSA Savannah
  - a. [www.internal.ncsa.illinois.edu](http://www.internal.ncsa.illinois.edu)
2. Select “2021 Evaluation” under the Employment/HR tab in the Navigation on the left-hand side of the main page in NCSA Savannah.



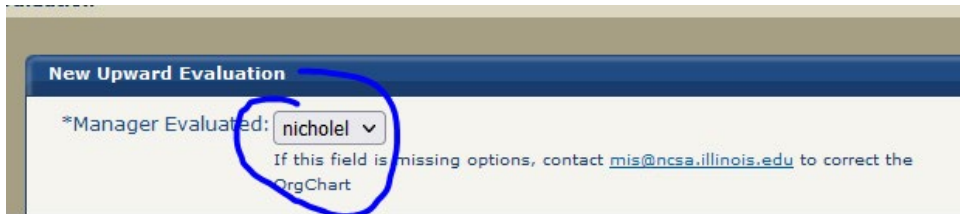
3. To complete an upward evaluation of your manager, click where indicated in the section, “Upward Evaluation.”



4. Select “New Upward Evaluation” under the Navigation bar on the top left-hand side of the screen.



5. Select the manager you would like to evaluate from the drop-down menu at the top of the form.
  - a. If you report to multiple managers, they will each appear in this drop-down menu.



6. Complete the questions in the form and select “submit” once you are finished.