

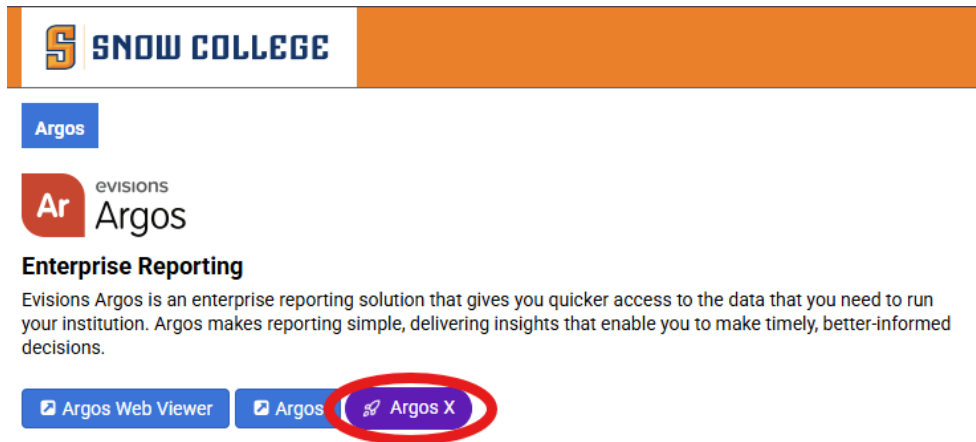
NEW

Accessing Employee Evaluation Responses in Argos for Supervisors

While performance evaluations are completed and routed through **Kuali**, supervisors can also access employee responses through **Argos**. This provides an alternative way to review self-evaluation responses, even if the evaluation workflow is no longer in your Kuali task list.

To access employee responses:

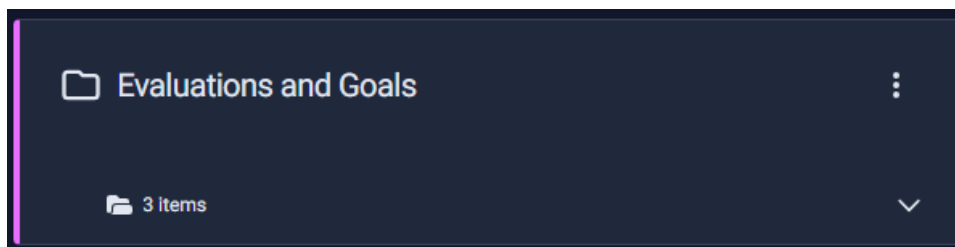
1. Log in to **Argos X**.



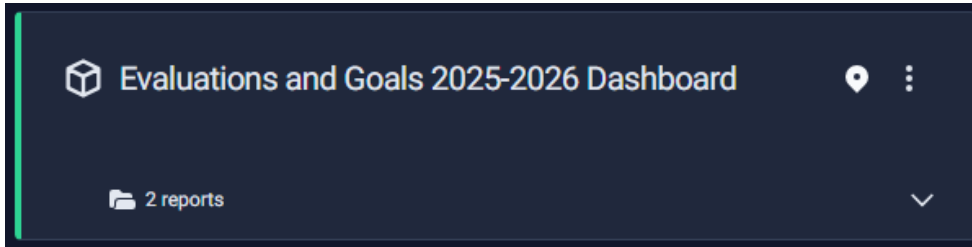
2. Navigate and click on the **Employee** menu.



3. Select **Evaluations and Goals** from the menu.



4. Select the **Evaluation and Goals** dashboard for the current year.



5. Search for the employee by name.
6. Review dashboard for evaluation ratings and responses.

Why use the Argos dashboard?

- Access employee self-evaluation responses outside of the Kuali workflow.
- Review responses before or during your evaluation meeting.
- Retrieve responses even after the Kuali task has been completed or is no longer available in your task list.
- Reference employee comments while preparing your final evaluation.

Note: The Argos dashboard is intended as a reporting and review tool. All official performance evaluation approvals and workflow actions continue to occur in **Kuali**.