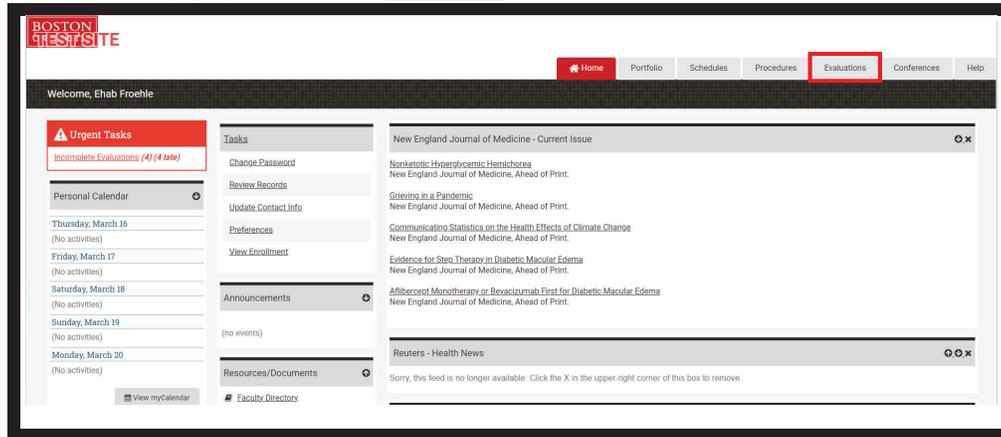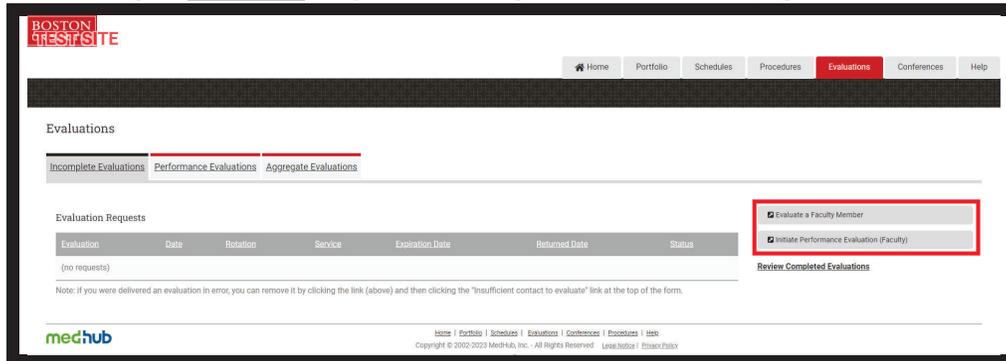# Self-Initiated Evaluations for Students

Self-Initiated Evaluations for Students allows a Student to generate an evaluation to provide and solicit feedback relating to a specific Faculty Member.

1. From the Home page, please click the <u>Evaluations</u> tab as shown in the red outlined box below:

2. After clicking the <u>Evaluations</u> tab, you will be brought to the "Evaluations" page as shown below.

3. Immediately, direct your attention to the options shown in the red outlined box above.

OPTION	ACTION
Evaluate a Faculty Member	1. **Clicking on this option will allow you to use the Faculty Member drop-down to select the Faculty Member you would like to evaluate then click:** **Submit**
	2. **Clicking Submit will prompt you to submit feedback about the selected Faculty Member. After entering all applicable answers, you have the following options:**
	Reset Form — will remove all responses and reset the evaluation form **Save and Finish Later** — will save the form as partially complete so you can complete at a later time **Submit Completed Evaluation** — will permanently save the evaluation information and you will receive the following confirmation: ✔ Evaluation information saved
Initiate Performance Evaluation (Faculty)	1. **Clicking on this option will allow you to use the Faculty drop-down to select the Faculty Member you would like to solicit feedback from.**
	2. **You also have the option of sending a message to the Faculty Member then click:** **Submit**
	3. **Clicking Submit will send an email notification to the selected Faculty member prompting the Faculty Member to provide feedback about you and then you will receive the following confirmation:** ✔ Performance evaluation initiated

Any questions or concerns related to MedHub functionality can be directed to <u>MedHub Support</u>