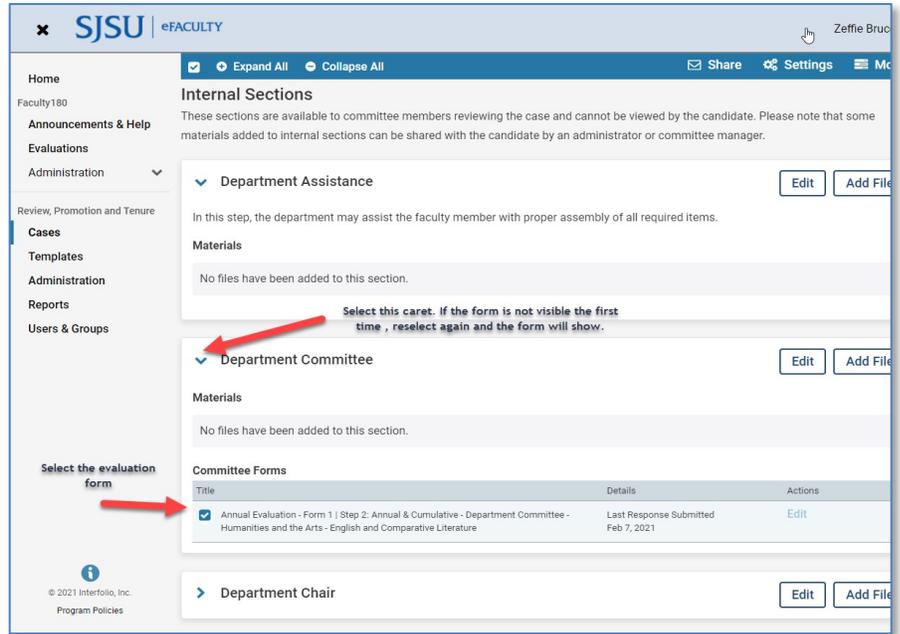


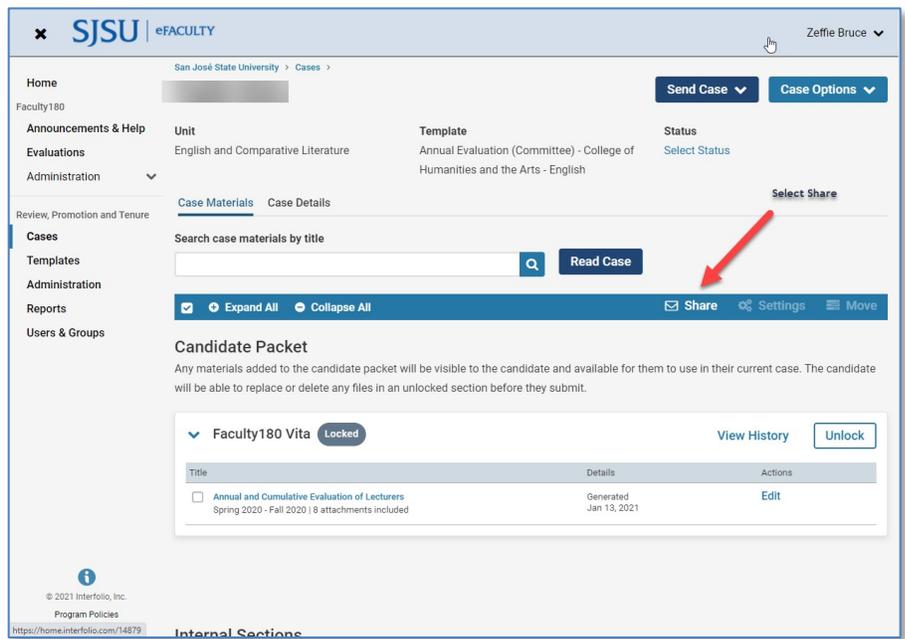
**eFaculty QuickTip**

Sending Department Level Evaluations to Faculty Member for Optional Response

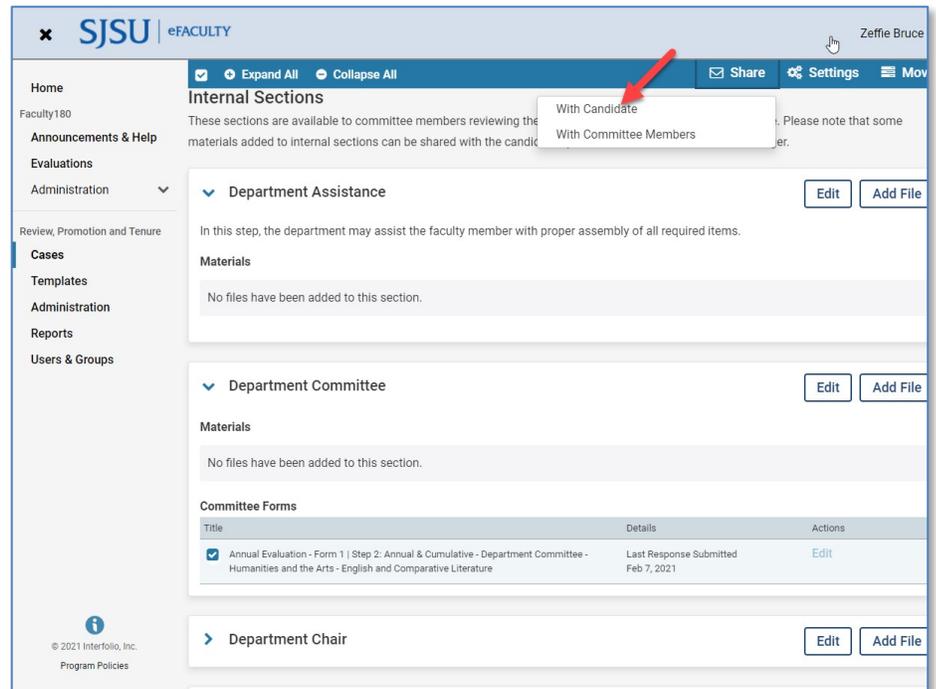
Step 1. Select the Department Committee caret (if the form is not visible, select the caret again, and the form should appear. Under Committee Forms, select the evaluation form.



Step 2. Select Share



Step 3. Select with candidate



Step 4. Complete the information identified by the arrows. Provide a message to the candidate. Please go to the site below or use the template in the example.

<https://www.sjsu.edu/up/docs/e-mail-standard-messages.docx>

1. Enter a Subject
2. Enter the message
3. Make sure the correct evaluation(s) is listed under the message.
4. On the right, select: Enable
5. Enter a message reason: Annual Evaluation for Optional Response
6. Select the calendar date at least ten calendar days after sharing. If sharing earlier than calendar deadlines, typically you should use the optional response due date on the calendar.
7. Section for Response should be set to your level (department or college) and reviewer.

