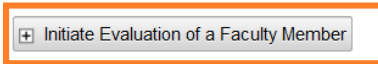# How to Self-Initiate an Evaluation

For Resident/Fellows:

1. Log into MedHub
2. Click on the Evaluation Tab
3. Scroll to the bottom of the page where you will see this box:
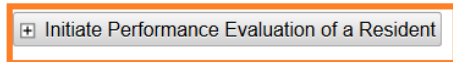
⊞ Initiate Evaluation of a Faculty Member

Review Completed Evaluations

4. Select Faculty member from drop down list
5. Complete Evaluation

For Faculty Members:

1. Log into MedHub
2. Click on the Evaluation Tab
3. Scroll to the bottom of the page where you will see this box:

⊞ Initiate Performance Evaluation of a Resident

Evaluation Reports:

4. Select Resident/Fellow from drop down list
5. Complete Evaluation