



Closing out Ergo Evaluations



- Go A-Z Web Index >> “E” for Ergonomics Database “new”
- Login using your LDAP Username and Password
- Select MY DIRECT REPORTS
- Select EVALUATION FORM ICON (pencil & paper icon)
- RECOMMENDED ACTIONS are found in the Actions Pending field of the Eval Form



These are the same items listed in the Employee Eval Notice email you received

- Update all PENDING Actions Items once they are implemented and change status to COMPLETED
- When all Actions Pending items have been completed, scroll to the top of the page and change the Eval Status from ACTIONS PENDING to ACTIONS COMPLETED
- Select SAVE FORM to close out the ergonomic evaluation
- An automated email will be sent to the Employee, Supervisor, Ergo Advocate and Division Safety Coordinator advising that the Eval has been closed
- If you want to learn more about the Ergo Database functions, click [Supervisor Guide](#) on home page

For more information, contact the Ergo Team x6848 or ergo@lbl.gov