SUPERVISOR MANUAL FOR UNCLASSIFIED EVALUATION PROCESS

The period of April 3, 2023 through June 16, 2023 has been designated as the timeframe for conducting the 2023 performance evaluations for unclassified employees. The performance evaluation process is a collaborative effort between employees and managers. Continual dialogue between an employee and their supervisor is a critical element in successful performance management and the annual performance evaluation is one such opportunity for this dialogue to be impactful.

Some of the key objectives of the performance evaluation process include:
- Align employee performance with unit, department, division and university goals;
- Foster two-way communication regarding job performance and the assessment of goals and opportunities for the unit and the individual;
- Establish a mutually understood set of performance standards and expected outcomes;
- Recognize meaningful contributions of employees;
- Discuss opportunities for growth and development; and
- Provide necessary feedback when performance does not meet expectations, while creating a positive, collaborative approach to foster future success.

Training Opportunities:
Webinars are available to attend or view from the previous year “Assessing and Improving the Performance of Others” and “Navigating the Online Evaluation Process”.
https://www.kent.edu/hr/management/performance-evaluations

Resources with Detailed Directions:
Training Aids (Logging in, Evaluation Homepage, and Performance Log) are available at the link below which includes detailed directions with screen shots regarding the evaluation process: https://www.kent.edu/hr/management/performance-evaluations

How to begin the process:
1. Begin by asking your employee(s) to complete their self-evaluation by a specific date.
2. There are examples of the four main Unclassified Employee Evaluation Worksheets available in the HR Forms Library, which will allow you the opportunity to develop a draft prior to adding information into the online evaluation: https://www.kent.edu/hr/performance-appraisal. In addition, supervisors may view the evaluation forms to determine which they will utilize this year. This directive would come from your supervisor.

Logging into the online performance evaluation:
To access the online performance evaluation homepage log into https://www.kent.edu/ and select “FlashLine Login” at the top of the page.
- Use your FLASHline ID and FLASHline password to access the evaluation homepage.
- At the left of the FLASHline page, select “Employee”.
- Then select “Dashboard”.
- In the middle of the Employee Dashboard page is a box titled “Top Employee Resources”, select the second option “Log In: Performance Evaluations”
- Next you should be directed to the Homepage which lists the evaluations you have access to.
Completing the Evaluation Process:
1. To complete the performance evaluation of your employee(s), follow the instruction on page one of this document by logging into FLASHline.

2. The Box on the left side of the page under Performance Management will allow you to choose which process you wish to complete—BY SELECTING:

<table>
<thead>
<tr>
<th>View All</th>
<th>View all the evaluation processes available to you. (Evaluations, Self-Evaluations and Signature Forms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete My Self Evaluation</td>
<td>Only view the Self-Evaluations available to you.</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>Only view the Evaluations available to you.</td>
</tr>
<tr>
<td>Update Performance Log</td>
<td>Allows you as the supervisor to update the performance log of your employees that you have created</td>
</tr>
<tr>
<td>My Performance Log</td>
<td>Allows you to update your performance log</td>
</tr>
<tr>
<td>View Results</td>
<td>View previous evaluations</td>
</tr>
</tbody>
</table>

3. Now that you have accessed the Evaluation Homepage, the following directions will guide you through the completion of an evaluation or evaluations for your unclassified employees.
- **Select** the Evaluation Form you need to complete:
  Unclassified Models A, B, C and D allows **more than one** employee to be evaluated.
- Once you have selected the 2023 Unclassified Performance Evaluation form you wish to utilize an introduction page will appear which explains the ratings– then select “Continue”.
- On the next page View All, you will be able to select a Tab listed below:

**TABS:**

Select All  Unselect All  Evaluate All Selected

**EXPLANATION OF EACH TAB:**

Select All - allows you to select all of your employees without manually checking the boxes next to each of their names

Unselect All - allows you to de-select all of your employees

Evaluate All Selected - allows you to evaluate all of the employees you have selected
Begin to complete the evaluation form by selecting the appropriate ratings and adding comments.

- As you complete the evaluation keep track of your numerical ratings and create an accurate average for the end of the evaluation when asked to enter an ‘Overall Rating’.
There are three tabs under each question:

**Prev** - This tab allows you to go back to the previous page.

**Save and Close** - This tab allows you to save what you are working on and will return you to the View Status page where you selected the employee to evaluate.

**Next** - This tab allows you to go to the next question.
- If during the evaluation rating process, you encounter an **error** as noted in the below screen shot, you have not selected a rating for that question. Also, please note there are a few questions that have a slide bar to access both questions on the page.
- Under each employee’s name in the evaluation is a link to their **self-evaluation** for your review and to the **Performance Log** you may have completed (Note the blue circle below).

- Towards the end of the evaluation you will be asked, “**Did you review the performance evaluation with your employee?**” If you have **not** reviewed the evaluation with your employee, then select “No” and select **“Save Draft and Close”**. This will allow you to return to the evaluation and make changes if necessary after your meeting with the employee.
- Towards the end of the evaluation, you will be asked, "Did you review the performance evaluation with your employee?" If you have reviewed the evaluation with your employee and made all additional changes, then select “Yes” and select “Next” tab.
The next page will allow you to type your name as the signature select “Next” tab.
BEYOND COMPLIANCE

As the supervisor, you will view a question regarding the Beyond Compliance Training, discuss this training with your employee and determine what the correct answer should be. Then select “Next”.

2023 Model A (Unclassified) Evaluation

Evaluator: JANINE BOGDEN 810521048    Evaluatee: NORMA KARAM 810470624

Beyond Compliance Training

IMPORTANT Beyond Compliance Message: Annually, two hours of Beyond Compliance training are required of all staff and strongly encouraged for our TT and FTNT faculty. The deadline to satisfy Beyond Compliance training is the end of the fiscal year, June 30. It is IMPORTANT to note that one of your two annual Beyond Compliance (80) hours may be a gender-based discrimination or harassment course. The Title IX Training option may be a facilitator-led session. (Visit Beyond)

Compliance for dates and times or online. To access the online site, Safe Colleges, visit Safe Colleges.

Has this employee completed at least two hours of compliance training in the last fiscal year?

☑ Yes
☐ No (Please comment in “Goals for Completion” below)
☐ In Progress (Please comment in “Goals for Completion” below)

Comments/Goals for Completion *

(max. 3000 characters)

Next
Additional opportunities for development of staff:
As the supervisor, you will be able to view questions regarding the Additional opportunities for development of staff, regarding diversity, equity and inclusion. Then select “Finish and Submit.”

You will select “Exit” and will be redirected to the Main page and Select View All and select the Model evaluation that you completed. To the far right is a printer icon which will allow you to print a copy of the evaluation.

This is the time to review the evaluation with the employee and then instruct your employee to return to the homepage of the evaluation process and they will have access to sign off on their 2023 Model A, B, C or D Employee Signature Form. Training aids are available at https://www.kent.edu/hr/management/performance-evaluations

If at any time you have questions during this process, please contact Employee Relations: Janine Bogden at 330-672-8526, Norma Karam at 330-672-8334 or Karen Watson at 330-672-4636.