Training Aid II
Evaluator (Supervisor) The Evaluation Homepage Selecting an Evaluation

Log into FLASHline: https://www.kent.edu/
Once you are logged into the evaluation homepage through FLASHline, it will look very similar from previous years. You will see six tabs on the left hand side of the Homepage:

1. **View All Tab** - by default you will begin in the “View All” Tab
2. **Complete My Self Evaluation Tab** - To view the self-evaluation form you are to complete
3. **Performance Evaluation Tab** - Select this to view all evaluations you have access to complete for the employees you supervise. (Unclassified Evaluation Model choice is determined by upper management)
4. **Update Performance Log Tab** - Managers have the ability to maintain a log of events, projects, discussions, etc. throughout the year and refer to the log during the evaluation process. See Supervisor Training Aid IV “Using the Performance Log”
5. **My Performance Log** - Select this to view your performance Log that you had updated throughout the year.
6. **View Results Tab** – Allows you to view previous year’s evaluations. To view the current year’s self-evaluation of your employee. Once you have accessed the evaluation form you will see a link which allows you to view their self-evaluation (if the employee has completed one).

Larger Image of the Box below:

1. View All
2. Complete My Self-Evaluation
3. Performance Evaluation
4. Update Performance Log
5. My Performance Log
6. View Results

Please contact Employee Relations with questions or problems (Janine 2-8526, Norma 2-7197 or Karen 2-4636)