Training Aid IV – How to Complete a Self-Evaluation

The Unclassified Self-Evaluation information begins on page 4.

Training Aid I includes instructions and screen shots to log into the evaluation process through FLASHline.

Log into the evaluation process through FLASHline:
- Access FLASHline at: https://login.kent.edu/
- Use your FLASHline ID and FLASHline password to log in
- On the left side 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 option “Log In: Performance Evaluations”

How to Complete My Classified Self-Evaluation:
1. As the evaluatee (employee), you should be directed to the Homepage, which lists the self-evaluation you would complete as an employee. You will have access to the signature page, which should only be accessed after you have met with your supervisor and the review is completed.

2. To continue with the process click on the ‘Select’ tab to the left of the classified self-evaluation.

Classified evaluatees (employees) have one choice: 2020 Classified Employee Self Evaluation
The box on the left side of your Homepage is available for you to select a limited view of the performance process:
3. After you have selected the classified self-evaluation form the next screen will include the instructions to complete your classified self-evaluation. Select the ‘Continue’ button as shown on the screen shot below:

4. The next page will allow you to complete your self-evaluation by selecting ‘Update’ as circled below in red:

5. The screen below is an example of what the classified self-evaluation questions will look like. Select the rating and add comments as needed. There are three (3) tabs at the bottom of each question: The Prev tab will return you to the previous page.
The **Save and Close** tab will return you to the page that allowed you to update this form. If you are interrupted during the completion of this form, select the ‘Save and Close’ tab this will save any selections and comments on that page.

The **Next** tab will forward you to the next question.

6. Continue through the self-evaluation questions. At the end of the evaluation are three questions that allows you the opportunity to share important information with your supervisor.

After these questions, (they are not mandatory) you will view a ‘**Finish and Submit**’ tab. Select this tab and your self-evaluation is completed.

Once submitted, your supervisor will receive an email sharing that you have completed your self-evaluation.

**If at any time you need help please contact us in Employee Relations:** (Janine 2-8526, Norma 2-7197 or Karen 2-4636)

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**How to Complete My **Unclassified Self-Evaluation**-**
Once you have signed in through FLASHline:

1. As the evaluatee (employee), you should be directed to the Homepage, which lists the self-evaluation you would complete as an employee. You will have access to the signature page, which should only be accessed after you have met with your supervisor and the review is completed.

2. To continue with the process click on the ‘Select’ tab to the left of the self-evaluation you wish to complete.

UNCLASSIFIED EVALUATEE (EMPLOYEE) VIEW:

Unclassified evaluatees (employees) have more choices, check with your supervisor to determine the correct model of self-evaluation to complete:

- 2020 Model A (Unclassified) Self-Evaluation
- 2020 Model B (Unclassified) Self-Evaluation
- 2020 Model C (Unclassified) Self-Evaluation
- 2020 Model D (Unclassified) Self-Evaluation (Your ratings and comments should be transferred to the Model D evaluation form completed by your supervisor)

OR

- 2020 Academic Administrators Self-Evaluation
- 2020 Athletics Head Coach Self-Evaluation
- 2020 Athletics Assistant Coach Self-Evaluation

The box on the left side of your Homepage is available for you to select a limited view of the performance process:

<table>
<thead>
<tr>
<th>View All</th>
<th>View all of the evaluation processes available to you. (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>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. After you have selected the correct unclassified self-evaluation form the next screen will include a review of the ratings listed in your self-evaluation.
Select the ‘Continue’ button as shown on the screen shot below:

4. The next page will allow you to complete your self-evaluation by selecting ‘Update’ as circled below in red:

5. The screen below is an example of what the unclassified self-evaluation questions will look like. Select the rating you agree with and add comments as needed. There are three (3) tabs at the bottom of each question: The Prev tab will return you to the previous page.
The Save and Close tab will return you to the page that allowed you to update this form. If you are interrupted during the completion of this form, select the ‘Save and Close’ tab this will save any selections and comments on that page.

The Next tab will forward you to the next question.

6. Continue through the self-evaluation questions. At the end of the evaluation are three questions that allows you the opportunity to share important information with your supervisor.

After these questions (they are not mandatory) you will view a ‘Finish and Submit’ tab. Select this tab and your self-evaluation is completed.

Once submitted, your supervisor will receive an email sharing that you have completed your self-evaluation.

If at any time, you need help please contact us in Employee Relations: (Janine 2-8526, Norma 2-7197 or Karen 2-4636)