How to Complete My Classified Signature Form:

1. **Meet with your supervisor and review your evaluation.** Once your supervisor has completed all the updates to your evaluation it is time to complete your evaluation signature form.

2. **Log into the evaluation process through FLASHline:**
   - Access FLASHline at: [https://login.kent.edu/](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”

3. As the evaluatee (employee), you should be directed to the Homepage, which lists the signature form you should complete as an employee, which **should only be accessed after the you have met with your supervisor** and the review meeting is completed. The ‘Select’ tab to the left of the 2024 Classified Evaluation Signature Form will allow you to begin completing the signature form.

4. The next page allows the process to continue by selecting the ‘Sign your evaluation’ tab at the left under Action.
5. If your supervisor has selected the Finish and Submit tab at the end of your evaluation you should be able to view the complete evaluation with ratings and comments as shown below. Review all the questions, ratings and comments by scrolling down to the bottom of the evaluation form. At the bottom is a tab to continue the process. Select ‘Next’.
6. Answer the question about the review of your evaluation and type your name in the signature box, then select ‘Finish and Submit’

7. The next page will allow you to print the completed evaluation, which includes your supervisor’s signature and your signature. Select the printer icon:
If the supervisor has not completed the evaluation, you will see the following screen at the beginning of the process and when you select the link under reports the evaluation the questions/responses will not be visible to you. Contact your supervisor and ask them to select the ‘Finish and Submit’ tab at the bottom of the evaluation. If the supervisor has completed this process, please call one of us at Employee and Labor Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636.

No questions or responses show your supervisor did not do the evaluation. **DO NOT SIGN!**
How to Complete My Unclassified Signature Form:

1. **Meet with your supervisor and review your evaluation.** Once your supervisor has completed all the updates to your evaluation it is time to complete your evaluation signature form.

2. **Log into the evaluation process through FLASHline:**
   - Access FLASHline at: [https://login.kent.edu/](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”

3. As the evaluatee (employee), you should be directed to the Homepage, which lists the signature form you should complete as an employee, which **should only be accessed after you have met with your supervisor** and the review meeting is completed. The ‘Select’ tab to the left of the correct 2024 Model A, B, C, or D Unclassified Evaluation Signature Form will allow you to begin completing the signature form.

This employee’s supervisor has completed the Model A Evaluation so the employee will complete Model A Signature Form:

![Image of the KENT STATE UNIVERSITY Performance Management interface showing the 2024 Model A (Unclassified) Employee Signature Form selected for completion.](https://example.com/employee-signature-form)
4. The next page allows the process to continue by selecting the ‘Update’ tab at the left under Action.

5. If your supervisor has selected the ‘Finish and Submit’ tab at the end of your evaluation, you can view the complete evaluation with ratings and comments as shown below. Review all the questions, ratings, and comments by scrolling down to the bottom of the evaluation form. At the bottom is a tab to continue the process. Select ‘Next’.
6. Answer the question regarding the review of your evaluation and type your name in the signature box, then select ‘Finish and Submit’.

7. The next page will allow you to print the completed evaluation, which includes your supervisor’s signature and your signature. Select the printer icon:
If the supervisor has not completed the evaluation, you will see the following screen (page 8) at the beginning of the process and the questions/responses will not be visible to you when you select the link under Reports. Contact your supervisor and ask them to select the ‘Finish and Submit’ tab at the bottom of the evaluation. If the supervisor has completed this process, please call one of us at Employee and Labor Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636 to reset the signature form for you.

No questions or responses below show supervisor did not do the evaluation. DO NOT SIGN!

Evaluator: NORMA KARAM

1. REVIEW AND SIGNATURE
1. Did your manager review your evaluation with you?
   - Yes
   - No

2. Employee’s Signature
   Please Note: An employee’s signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

Finish and submit