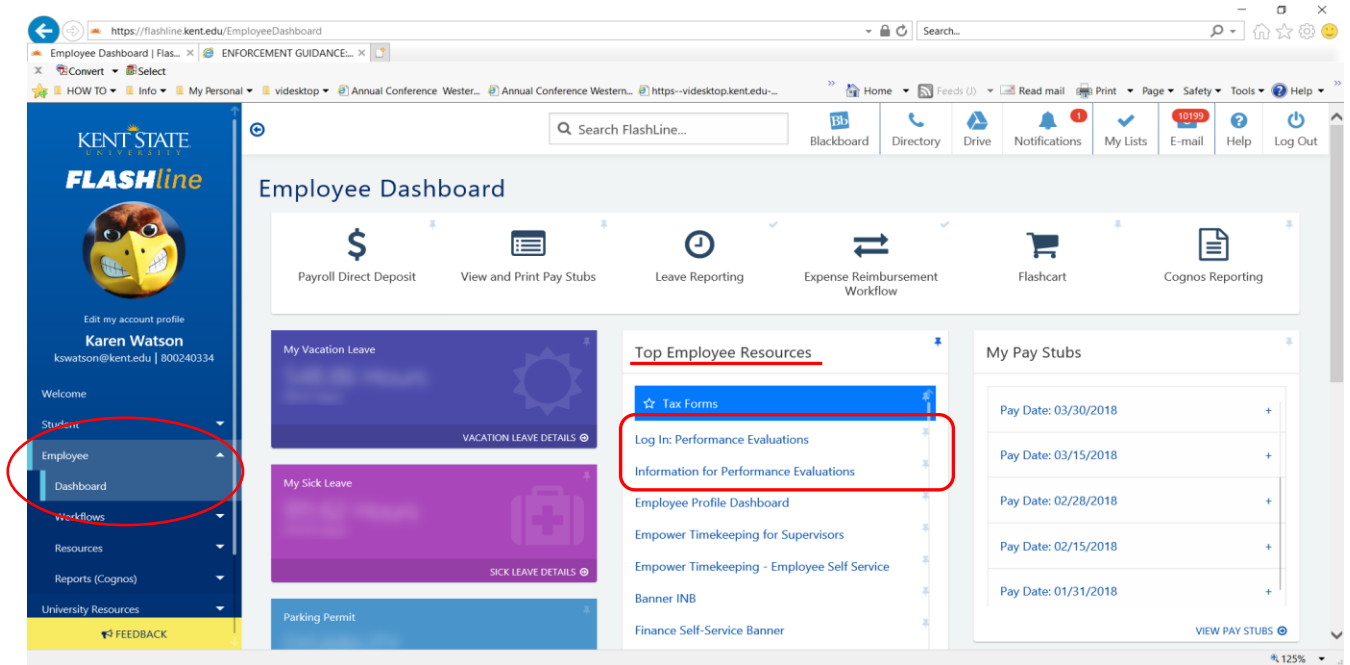


Training Aid III

Evaluator (Supervisor) Completing a Classified Evaluation

Log into FLASHline: <https://login.kent.edu/> (NEW FOR 2018)

- Log into FLASHline with your flashline ID and flashline password,
- On the left side of the page select “Employee” then select “Dashboard”
- Under the box in the middle “Top Employee Resources” select Log In: Performance Evaluation
- Select the evaluation you would like to complete
- If you need other training aids please select “Information for Performance Evaluations”

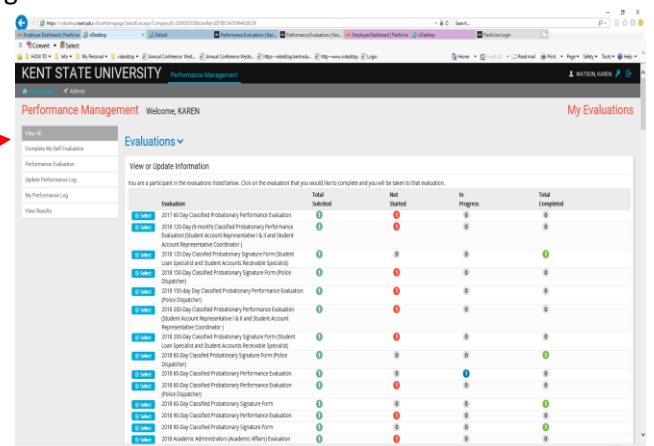


Once you are logged into the evaluation homepage through FLASHline, it will look very similar to previous years.

You will see six tabs on the left hand side of the Homepage:

- View All
- Complete My Self-Evaluation
- Performance Evaluation
- Update Performance Log
- My Performance Log
- View Results

Larger Image of the Box on the left-



On the left side of the page select “Performance Evaluation” this will reduce your options to only **evaluations**. Select the 2018 Classified Performance Evaluation or you could scroll through the evaluation options in the center box and click on the tab **Select** next to the evaluation you wish to complete.

Once you have chosen the evaluation you will see the following on the next page. Select the “Continue” button.

KENT STATE UNIVERSITY Performance Management

WATSON, KAREN

Select a Process View Status

2018 Classified Performance Evaluation

Print Blank Form Close

Before you start:

Instructions

Filter:

View All

2 Not Completed

0 Completed

0 Declined

WATSON, KAREN

The On-line Classified Performance Evaluation

- Supervisors have a place to insert their electronic signatures at the end of this form,
- Employees can complete their electronic signature in the "Classified Performance Evaluation Signature Form",
- Ratings have definitions respective to each question,
- Job Specific Criteria section allows for supervisors to add specialized expectations and ratings. In order to be incorporated for rating in the 2018 evaluation, these must reflect job expectations that have already been clearly communicated and documented between employee and supervisor.
- "Save and Close" allows you to exit and save your work.

Performance Improvement Plan

For any category in which an employee is rated "Needs to improve" or "Below minimum," the manager and employee will be required to complete a Classified Performance Improvement Plan Worksheet (located at: <http://www.kent.edu/hr/forms/performance>). By identifying what the employee needs to do to achieve successful performance in every aspect of the job.

If you have any questions at any time during this process, please call Employee Relations at (330) 672-4636 or (330) 672-8526.

[Continue](#)

The next page should include a list of the employees we have in the evaluation system for you to evaluate:

- If you do not have all of your employees listed please call us
- If you have names listed that you will not be evaluating please call us
- To the far right of each employee's name is a link to view their Self-Evaluation (if completed)

KENT STATE UNIVERSITY Performance Management

WATSON, KAREN

Select a Process View Status

2018 Classified Performance Evaluation

Print Blank Form Close

Before you start:

Instructions

Filter:

View All

2 Not Completed

0 Completed

0 Declined

WATSON, KAREN

View All

Click on the links below to view/update information

[Select All](#)
[Unselect All](#)
[Evaluate All Selected](#)
[Decline All Selected](#)

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print
☒	BOGDEN, JANINE	Solicited	In Progress	Apr 06, 2018	View Performance Log View 2018 Classified Self-Evaluation	Print
☒	TEST, BOB	Solicited	In Progress	Apr 06, 2018	View Performance Log View 2018 Classified Self-Evaluation	Print

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[Select All](#) [Unselect All](#) [Evaluate All Selected](#) [Decline All Selected](#)



Bogden, Janine [View 2018 Classified Self-Evaluation](#)

(By selecting you will be able to view the employee's self-evaluation)

[View Performance Log](#)

(By selecting you will be able view this employee's performance log if you had created one)

[Select All](#) allows you to select all of your employees without manually checking the box next to each of their names

[Unselect All](#) allows you to de-select your employees

[Evaluate All Selected](#) allows you to evaluate all of your employees

[Decline All Selected](#) Please do not select this option, if you wish to decline the evaluations send Karen Watson (kswatson@kent.edu) and email so you can discuss your concerns.

Select "Evaluate All Selected" once you have decided if you wish to evaluate several employees at one time or only one employee. The screen shot below displays two employees being evaluated at once:

The screenshot shows a web browser window displaying the '2018 Classified Performance Evaluation' form. The form is titled 'I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)'. It contains a table with two employees: Bogden, Janine and Test, Bob. Each employee has a 'View 2018 Classified Self-Evaluation' link and a 'View Performance Log' link. The table also includes a rating scale from 1 to 5, with 5 being the highest rating. The form has a 'Prev' button, a 'Save and Close' button, and a 'Next' button.

Begin to complete the evaluation form by selecting the appropriate ratings and adding comments. There are three tabs under the questions:

< 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 the View Status page where you selected the employee(s) to evaluate.

Next > - This tab allows you to go to the next question.

Under each employee's name in the evaluation is a link to their self-evaluation for your review and to the Performance Log.

The screen shot below displays one employee being evaluated at a time:

The screenshot shows a web browser window displaying the '2018 Classified Performance Evaluation' form. The form is titled 'I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)'. Below the title, there is a section for 'TEST, BOB' with links for 'View 2018 Classified Self-Evaluation' and 'View Performance Log'. The main part of the form is a table with a header 'A. Completes work assignments on time*' and five rows of radio button options. The third row, '3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.', is selected. At the bottom of the form, there is a 'Save and Close' button and a 'Next' button. A red box highlights a sliding bar at the bottom of the form, which is used to move the screen if there are two questions side by side.

A. Completes work assignments on time*	
☐ 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.	
☐ 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time.	
☒ 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.	
☐ 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.	
☐ 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	

TEST, BOB
[View 2018 Classified Self-Evaluation](#)
[View Performance Log](#)

In addition, there is a **sliding bar** to move the screen if there are two questions side by side. Please do not forget to slide the bar depending on your screen; you will not be able to advance to the next question.

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 and Close”. This will allow you to return to the evaluation and make changes if necessary.

OR

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. Then your last step is to select “Finish and Submit”. This will complete the evaluation process.

If at any time you have questions during this process, please contact Employee Relations:

Janine at 330-672-8526, Shelby at 330-672-7197 or Karen at 330-672-4636.