Training Aid I - Log into the evaluation homepage through FLASHline—Evaluator (Supervisor) and Evaluatee (Employee)

1. To access the online performance evaluation homepage go to https://www.kent.edu/ and select “FlashLine Login” at the top of the page.
2. Use your **FLASHline ID** and **FLASHline password** to log into **FLASHline** and access the evaluation homepage.
3. On the left side of the FLASHline page, select “Employee”. Then select “Dashboard”.

![FLASHline screenshot](image-url)
4. In the middle of the Employee Dashboard page is a box titled “Top Employee Resources”, select the option “Log In: Performance Evaluations”.

![Employee Dashboard Screenshot](image-url)
5. Next, as an evaluator (supervisor) you should be directed to the Homepage, which lists the evaluation models. 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 the you have met with your supervisor and the review is completed. To continue with the process click on the ‘Select’ tab next to the evaluation or self-evaluation you wish to complete. **CLASSIFIED EVALUATEE (EMPLOYEE) VIEW:**
UNCLASSIFIED EVALUATEE (EMPLOYEE) VIEW:

Performance Management  Welcome, NORMA

Evaluations

View or Update Information
You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Total Selected</th>
<th>Not Started</th>
<th>In Progress</th>
<th>Total Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Details]</td>
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Update Performance Log

View or Update Information
You are a team leader in the evaluations listed below and have been given access to update performance. To update performance, click on any employee below and you will be taken to the update performance screen.

View Results

View or Update Information
You have been given access to view the results of the evaluations listed below. To view the results of any of the evaluations below, click on the evaluation and you will be taken to the results answer screen.
CLASSIFIED AND UNCLASSIFIED EVALUATOR (SUPERVISOR) VIEW:

TA II is a training aid for the Evaluator (Supervisor) of the Homepage View
TA III is a training aid for the Evaluator (Supervisor) to complete a classified Evaluation
TA IV is a training aid for the Evaluator (Supervisor) to complete an unclassified Evaluation
TA V is a training aid for the Evaluatee (Employee) to complete a classified Self-Evaluation
TA VI is a training aid for the Evaluatee (Employee) to complete an unclassified Self-Evaluation
TA VII is a training aid for the Evaluatee (Employee) to complete a Signature Page

These training aides can be accessed on the Evaluation Web Page:
https://www.kent.edu/hr/management/performance-evaluations

* If at any time you are missing an employee to evaluate, have names listed that you do not evaluate or need help please contact us in Employee Relations:
(Janine x28526, Norma x28334 or Karen x24636)