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”.
4. In the middle of the Employee Dashboard page is a box titled “Top Employee Resources”, select the option “Log In: Performance Evaluations”

_The FLASHline log in will not require the viDesktop log in as in previous years._

6. 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:

![Image of Performance Management page]

UNCLASSIFIED EVALUATEE (EMPLOYEE) VIEW:

![Image of Performance Management page]
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 2-8526, Norma 2-7197 or Karen 2-4636)