Training Aid II
Evaluator (Supervisor) The Evaluation Homepage Selecting an Evaluation

**Log into FLASHline: [https://www.kent.edu/](https://www.kent.edu/)**

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:

1. **View All Tab** - By default, you will begin in the “View All” Tab
2. **Complete My Self Evaluation Tab** - To view the self-evaluation form you are to complete
3. **Performance Evaluation Tab** - Select this to view all evaluations you have access to complete for the employees you supervise. (Unclassified Evaluation Model choice is determined by upper management)
4. **Update Performance Log Tab** - Managers can maintain a log of events, projects, discussions, etc. throughout the year and refer to the log during the evaluation process. See Supervisor Training Aid IV "Using the Performance Log"
5. **My Performance Log** - Select this to view your performance Log that you have updated throughout the year
6. **View Results Tab** – This allows you to view the previous year’s evaluations. To view the current year’s self-evaluation of your employee. Once you have accessed the evaluation form you will see a link that allows you to view their self-evaluation (if the employee has completed one)

Larger Image of the Box below -

Please contact Employee Relations with questions or problems: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636.