

# Training Aid VII

## How to Pull Prior Year Evaluations

1. After logging into viDesktop through Flashline, click on “View All” on the left hand side.

KENT STATE UNIVERSITY Performance Management

Welcome, JANINE

My Evaluations

View All

Complete My Self-Evaluation

Performance Evaluation

Update Performance Log

My Performance Log

View Results

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.

| Evaluation                                                                   | Total Solicited | Not Started | In Progress | Total Completed |
|------------------------------------------------------------------------------|-----------------|-------------|-------------|-----------------|
| <a href="#">Select</a> 2022 60-Day Classified Probationary Signature Form    | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 90-Day Classified Probationary Signature Form    | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Academic Administrators Self-Evaluation          | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Academic Administrators Signature Form           | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Assistant Coach Evaluation Signature Form        | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Assistant Coach Self-Evaluation                  | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Classified Employee Self-Evaluation              | 1               | 0           | 1           | 0               |
| <a href="#">Select</a> 2022 Classified Evaluation Signature Form             | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Classified Performance Evaluation                | 2               | 1           | 1           | 0               |
| <a href="#">Select</a> 2022 Classified Probationary EXTENSION Signature Form | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model A (Unclassified) Employee Signature Form   | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model A (Unclassified) Evaluation                | 1               | 0           | 0           | 1               |
| <a href="#">Select</a> 2022 Model A (Unclassified) Self-Evaluation           | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model B (Unclassified) Employee Signature Form   | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model B (Unclassified) Evaluation                | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model B (Unclassified) Self-Evaluation           | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model C (Unclassified) Employee Signature Form   | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model C (Unclassified) Evaluation                | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model C (Unclassified) Self-Evaluation           | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model D (Unclassified) Evaluation                | 1               | 0           | 1           | 0               |
| <a href="#">Select</a> 2022 Model D (Unclassified) Employee Signature Form   | 1               | 1           | 0           | 0               |
| <a href="#">Select</a> 2022 Model D (Unclassified) Self-Evaluation           | 1               | 0           | 1           | 0               |

2. Scroll down to “View Results”
3. Select the evaluation year and model evaluation that you would like to view. (i.e. 2021 Classified Performance Evaluation
4. Select “Evaluator” on this screen

KENT STATE UNIVERSITY Performance Management

Select a Process Select Role

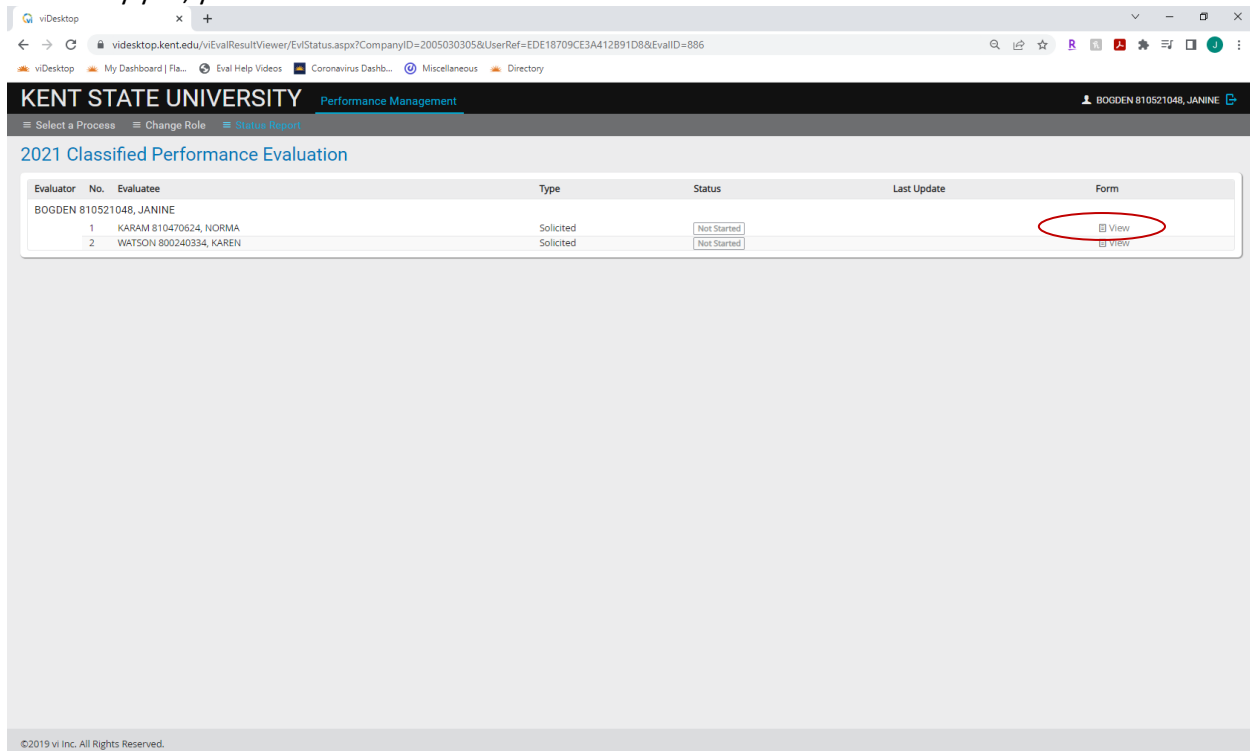
2021 Classified Performance Evaluation

Please click on one of the buttons below to select your role:

[Evaluator](#) [Evaluatee](#) [Team Leader](#)

©2019 vi Inc. All Rights Reserved.

5. On this screen you will see any employee linked to you in this process and if any are completed by you, you will be able to click "View."



The screenshot shows the Kent State University Performance Management interface. The header includes the university name and the user's name, BOGDEN 810521048, JANINE. The main section is titled "2021 Classified Performance Evaluation". Below this is a table with columns: Evaluator, No., Evaluatee, Type, Status, Last Update, and Form. The table contains two rows of evaluations for Janine Bogden, both with a status of "Not Started". A red circle highlights the "View" button in the "Form" column for the first evaluation.

| Evaluator                | No. | Evaluatee               | Type      | Status      | Last Update | Form                 |
|--------------------------|-----|-------------------------|-----------|-------------|-------------|----------------------|
| BOGDEN 810521048, JANINE | 1   | KARAM 810470624, NORMA  | Solicited | Not Started |             | <a href="#">View</a> |
|                          | 2   | WATSON 800240334, KAREN | Solicited | Not Started |             | <a href="#">View</a> |

6. If you were not the evaluation supervisor, you will not be able to pull the prior year evals. Please contact Employee Relations and we will be happy to email you the evaluations that you wish to view. (Janine x28526, Norma x28334 or Karen x24636)