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.

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
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.”

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)