Training Aid III  
Evaluator (Supervisor) Completing a Classified Evaluation

**Log into FLASHline:** [https://login.kent.edu/](https://login.kent.edu/)
- Log into FLASHline with your FLASHline ID and FLASHline password,
- On the left side of the page select “Employee” then select “Dashboard”
- Under the box in the middle “Top Employee Resources” select “Log In: Performance Evaluations”
- Select the evaluation you would like to complete,
- If you need other training aids, please select “Information for Performance Evaluations”

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:
On the left side of the page select “Performance Evaluation”, this will reduce your options to only evaluations. Select the 2024 Classified Performance Evaluation Model you must complete and click on the tab next to the evaluation you wish to complete.

Select to choose the evaluation.

Once you have chosen the evaluation you will see the following on the next page. Select the “Continue” button.
The next page should include a list of the employees we have in the evaluation system for you to evaluate:
- If you do not have all of your employees listed please call us
- If you have names listed that you will not be evaluating please call us
- To the far right of each employee’s name is a link to view their Self-Evaluation (if completed)

**Screen Shot:**
- **Select All** allows you to select all of your employees without manually checking the box next to each of their names
- **Unselect All** allows you to de-select your employees
- **Evaluate All Selected** allows you to evaluate all of your employees

**Select “Evaluate All Selected”** once you have decided if you wish to evaluate several employees at one time or only one employee. The screenshot on page 4 displays two employees being evaluated at once:

Begin to complete the evaluation form by selecting the appropriate ratings and adding comments. There are three tabs under the questions:

- **Prev** This tab allows you to go back to the previous page.
- **Save as Draft and Close** This tab allows you to save what you are working on and will return you to the View Status page where you selected the employee(s) to evaluate.
- **Next** This tab allows you to go to the next question.
Under each employee’s name in the evaluation is a link to their self-evaluation for your review and to the Performance Log.

2024 Classified Performance Evaluation

I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)

<table>
<thead>
<tr>
<th>View 2024 Classified Self-Evaluation</th>
<th>View Performance Log</th>
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<td>KARAM I NORMA</td>
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<tr>
<td>View 2024 Classified Self-Evaluation</td>
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<tr>
<td>View Performance Log</td>
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As you complete the evaluation, track your numerical ratings for each question to create an accurate average for the overall rating question. The question is at the end of the evaluation form.

The screenshot below displays one employee being evaluated at a time:

In addition, there is a **sliding bar** to move the screen if there are two questions side by side. Please do not forget to slide the bar depending on your screen; you will not be able to advance to the next question.

Towards the end of the evaluation, you will be asked “Did you review the performance evaluation with your employee?” If you have not reviewed the evaluation with your employee, then select “No” and select “Save and Close”. This will allow you to return to the evaluation and make changes if necessary.

OR
Towards the end of the evaluation, you will be asked “Did you review the performance evaluation with your employee?” If you have reviewed the evaluation with your employee and made all additional changes, then select “Yes”, and select the “Next” tab. The next page will allow you to type your name as the signature. Then your last step is to select “Finish and Submit”. This will complete the evaluation process.

If at any time you have questions during this process, please contact Employee Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636