

How To Complete Your Evaluation Signature Form – Evaluatee (Employee)

- A. You should meet with your supervisor to review your evaluation.
- B. If your supervisor needs to make any changes to the evaluation ask them to let you know when they have been completed.
- C. When all changes have been made and your supervisor tells you it is time to complete your Signature Form please follow the directions below.

Do not access the Signature Form until your supervisor instructs you to do so:

1. Go to the evaluation homepage at <https://videsktop.kent.edu/viEvalHomepage/login.aspx>
2. From the Evaluation Homepage, select the "View All" tab on the left side of the page.
3. Under the first section, "EVALUATIONS", select "2014 Classified Evaluation Signature Form".
4. Select "Update".

2014 Classified Employee Evaluation	Status	Last Updated
Update	Not Started	Print

5. Review your Classified Performance Evaluation, selecting "Next" to continue to the signature page. *If you do not see any responses, and your supervisor has notified you that the evaluation is complete, please contact Janine Bogden at jbogden@kent.edu or Karen Watson at kswatson@kent.edu for assistance.*

EXAMPLE:
Top of
Screen

2014 Classified Evaluation Signature Form

Evaluator: SANDRA COLE

2014 CLASSIFIED EMPLOYEE EVALUATION

2014 Classified Performance Evaluation

Evaluator: KAREN WATSON Evaluatee: SANDRA COLE Completed

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

A. Completes work assignments on time

5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.

Comments

Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.

EXAMPLE:
Bottom
Of Screen

VI. Overall Performance Rating

Enter responses regarding the employee's performance over the course of the evaluation period.

Enter performance rating

4 - Consistently meets

Comments:

Enter responses regarding the employee's performance over the course of the evaluation period.

VII. Signature Section

If your next step is to meet with your employee to discuss this evaluation and the employee self-evaluation, then select "no" to the next question, then "Save and Close". You have the option to print the evaluation from the next screen. If your next step is to complete the evaluation process with electronic signatures then click "yes" to the question below, click next and type your name in the signature box. Click the finish button to complete the performance evaluation.

Did you review the performance evaluation with your employee?

Yes

Supervisor Signature

The typewritten name is the electronic signature.

Supervisor Signature

Score Testing

Did the employee agree to electronically sign?

Yes

[Back to the top](#)

<< Prev Next >>

6. In the section "Review and Signature", please select **"Yes"** to the question, **"Did your supervisor review your evaluation with you?"**
7. In the text box, below **'Employee Signature'**, please type your name, which denotes your electronic signature. Select **"Finish"**.

2014 Classified Evaluation Signature Form

Evaluator: **SANDRA COLE** [2014 Classified Employee Evaluation](#) | [Remove Split](#)

1. REVIEW AND SIGNATURE ★ Required

1. Did your manager review your evaluation with you?

Yes No

[Unselect](#)

2. Employee's Signature

Please Note: An employee's signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

My Typed Signature

<< Prev Save and Close Finish

8. You will be re-directed to the following page showing that you have completed this step. If you wish to print or save your finalized evaluation as a PDF document, you can select **"Print"** on the right had side of the page.

Select a process | View Status

2014 Classified Evaluation Signature Form

View Status [Print Blank Form](#)

Click on the links below to view/update information

COLE, SANDRA
[2014 Classified Employee Evaluation](#)

	Status	Last Updated	
Update	Completed	Mar 11, 2014	Print