

How to Complete Your Evaluation Signature Form Unclassified 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 Model <> (Unclassified) Employee Signature Form".
4. Select "Update".

The screenshot shows a web interface with a navigation bar containing 'Dashboard' and 'Performance Management'. Below the navigation bar, there are tabs for 'Select a process', 'View Status', and '2014 Model B (Unclassified) Employee Signature Form'. A 'View Status' section contains a table with columns for 'Status' and 'Last Updated'. The table has one row for 'COLE, SANDRA' with a status of 'Not Started' and a 'Print' button. A red arrow points to an 'Update' button located below the table.

5. Review your completed 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

The screenshot shows the '2014 Model B (Unclassified) Employee Signature Form' for evaluator SANDRA COLE. Under the 'OTHER PROCESSES' section, there is a completed evaluation for '2014 Model B (Unclassified) Evaluation' by evaluator KAREN WATSON for evaluatee SANDRA COLE, completed on Apr 02, 2014. The evaluation details include 'I. Job Knowledge' and 'I-A. Demonstrates knowledge and skills necessary to perform the job effectively' with a rating of '3 - Meets Expectations'.

EXAMPLE:
Bottom
Of Screen

The screenshot shows the bottom portion of the evaluation form. It includes a question 'Did you review the performance evaluation with your employee?' with a 'Yes' radio button selected. Below this is the 'Supervisor Signature' section, which includes a text input field for the supervisor's name and a question 'Did the employee agree to electronically sign?' with a 'Yes' radio button selected. At the bottom, there are navigation buttons: '<< Prev' and 'Next >>', with the 'Next >>' button circled in red.

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".

Evaluator: SANDRA COLE [View Other Processes](#) [Remove Split](#)

1. REVIEW AND SIGNATURE * Required

1. Did your manager review your evaluation with you? *

Yes
 No

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. *

<< 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.

Dashboard **Performance Management** [Print](#) [Close](#)

Select a process | [View Status](#) **2014 Model B (Unclassified) Employee Signature Form**

View Status [Print Blank Form](#)

Click on the links below to view/update information

COLE, SANDRA
[View Other Processes](#)

	Status	Last Updated	
Update	Completed	May 27, 2014	Print