

## How To Complete Your Self Evaluation – Classified Evaluatee

1. Go to your evaluation homepage at <https://videsktop.kent.edu/viEvalHomepage/login.aspx>
2. From the homepage, select the "Complete My Self-Evaluation" tab on the left hand side of the screen.
3. Select "<current year> Classified Self-Evaluation".

The screenshot shows a web interface with a navigation menu on the left and a main content area. The navigation menu includes buttons for 'View All', 'Complete My Self Evaluation' (circled in red), 'Performance Evaluation', 'Update Performance Log', 'My Performance Log', and 'View Results'. The main content area has a 'Performance Management' header and an 'EVALUATIONS' section. Below the header, there is a text instruction and a table of evaluations.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
2013 60 Day Probationary Evaluation Signature Form	1	0	0	1
2013 90 Day Probationary Evaluation Signature Form	1	0	0	1
2013 Classified Self-Evaluation	1	0	1	0
2013 Model A (Unclassified) Employee Self-Evaluation	1	1	0	0
2013 Model A (Unclassified) Employee Signature Form	1	1	0	0
2014 60-Day Classified Probationary Evaluation	1	0	0	1

4. After viewing the instruction page, select "Continue"
5. The following screen should appear. Select "Update".

The screenshot shows a status page for '2013 Model A (Unclassified) Employee Self-Evaluation'. It includes a 'View Status' section with a table showing the user's status. The 'Update' button is circled in red.

Status	Last Updated
Not Started	

6. You can now begin your self-evaluation.

The screenshot shows a self-evaluation form for '2012 Classified Self-Evaluation'. The evaluator is 'KAREN WATSON'. The form includes a 'Comments' section with a text area and a 'Spell Check' button. The 'Update' button is circled in red.

7. Complete the questions on each page, selecting "Next" to continue.
8. If you need to save your self evaluation and come back to it later, you may select "Save and Close" from any screen. *Once you select "Finish" you cannot go back and make any changes.*

The screenshot shows a navigation bar with three buttons: '<< Prev', 'Save and Close', and 'Next >>'.

9. Proceed through all of the evaluation questions in the same manner.

10. If you want to print a copy of your self evaluation before you submit it, select **"Save and Close"**. Your self evaluation will close and you will see this screen. Select **"Print"**.

2012 Classified Self-Evaluation

Before you start:

- [Instructions](#)
- Status:
- View Status

**View Status** [Print Blank Form](#)

Click on the links below to view/update information

COLE, SANDRA

Status	Last Updated
<a href="#">Update</a> In Progress	Mar 12, 2012 <a href="#">Print</a>

11. To return to your **"In Progress"** evaluation and make changes, select **"Update"**. After you have completed all self evaluation questions and are ready to submit the results to your supervisor, you must select **"Finish"**. This will allow your supervisor to view your responses.
12. After selecting **"Finish"**, an email will be generated notifying your supervisor that your self evaluation is available for viewing.