

How Sign My Completed Probationary Evaluation

Evaluation Homepage <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

1. From the Evaluation Homepage, select the appropriate link:
 - a. "2014 60-Day Probationary Evaluation Signature Form" or
 - b. "2014 90-Day Probationary Evaluation Signature Form"

Note: Your probationary evaluation 'year' is based on the year in which you were hired.
2. The following screen should appear.
3. Select "Update"

The screenshot shows a web interface for 'Performance Management'. At the top, there are tabs for 'Dashboard' and 'Performance Management'. Below the tabs, there are links for 'Select a process' and 'View Status'. The main heading is '2013 60 Day Probationary Evaluation Signature Form'. There are links for 'Print' and 'Close'. Below this, there is a 'View Status' section with a link for 'Print Blank Form'. The text says 'Click on the links below to view/update information'. A table lists the employee 'COLE, SANDRA' with a link for 'View Other Processes'. The table has columns for 'Status' and 'Last Updated'. The status is 'Not Started' and there is a red arrow pointing to an 'Update' link. There is also a 'Print' link at the end of the row.

Status	Last Updated
Update Not Started	Print

4. You should see your evaluation responses and comments. Scroll through to see all evaluation responses.
5. Select "**Next**" to continue to the signature page.
6. 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 and date, which denotes your electronic signature. Select "**Finish**".
8. You will be redirected back to the main page for the signature form where you can select to print a copy if you wish.