



DIVISION OF HUMAN RESOURCES - EMPLOYEE RELATIONS
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INTERDEPARTMENTAL CORRESPONDENCE

DATE: April 2, 2014
TO: Unclassified Employees
FROM: Karen Watson, Manager Employee Relations
SUBJECT: Unclassified Performance Evaluations

The period of **April 2 through June 6** has been designated as the time to conduct the 2014 on-line performance evaluations for unclassified employees. All employees are encouraged to complete the online self-evaluation at least one week prior to meeting with their supervisor for the performance evaluation discussion.

Both evaluatees (employees) and evaluators (managers) will complete all steps of the evaluation process online or in hard copy this year. Please visit the [Unclassified Performance Evaluation Employee webpage](#) for information and resources.

As you go through the evaluation process, please keep the following in mind:

- Employees should check with their supervisor to determine the appropriate evaluation model to use.
- Evaluatees have access to a performance log that will be available throughout the year to add important information regarding your performance, special projects and notable accomplishments. Within the performance log, you will have the opportunity to attach a document referencing the comment.
- The evaluation program is completely independent from FlashLine and your password may or may not be the same as your FlashLine password. For instructions on recovering your password, please see *"Password Help for Returning Users"* on the [evaluations resource page](#). Please **do not** call the HelpDesk for assistance.
- If you are accessing the evaluation process for the first time, please see *"Password Help for First Time Users"* on the [evaluations resource page](#).
- Additional instructions are available on the [evaluations resource page](#):
 - View the Evaluation Homepage
 - How to use My Performance Log
 - How to Complete a Self-Evaluation, and
 - How to Complete your Evaluation Signature Form.

If you have any questions or need assistance with instructions or access please contact feel free to contact me at 330-672-4636 or **Janine Bogden** at 330-672-8526.

Thank you.