

Performance Log for Evaluators and Evaluatees:

- Will now have access to a Performance Log that will be available throughout the year to add important information regarding performance, special projects, completed trainings, important information relevant to the evaluation and notable accomplishments;
- Will have the opportunity to attach a document referencing the comment;
- Evaluators can view the performance log within the current year's evaluation by merely selecting the appropriate link;
- Will allow a record to be updated or cleared.

For assistance with your performance log, please see:

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

For Evaluators (Managers): **“How to use the Performance Log”**

For Evaluatees (Employees): **“How to use My Performance Log”**