Evaluation Process 2015 FAQs
Evaluatee (Employee)

1. **What is the evaluation period for classified evaluations?**
   a. March 18 - May 29, 2015

2. **What is the evaluation period for unclassified evaluations?**
   a. April 1 - June 5, 2015

3. **What if I can't log-in?**
   a. If you are a FIRST TIME USER, follow step-by-step instructions *"How to ESTABLISH your evaluation password"*
   b. If you are a RETURNING USER, follow step-by-step instructions *"How to RECOVER your evaluation password"*
      Both instructions are available at
      http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm
   If you are still not able to log in, we may not have the correct settings within the program. Send an email to Janine Bogden jbogden@kent.edu or Karen Watson kswatson@kent.edu . The evaluation program is completely independent from flashline so your password may or may not be the same as your flashword. **DO NOT CALL THE HELPDESK,** they cannot reset passwords within the evaluation program.

4. **Where do I go to do a self-evaluation?**
   a. https://videsktop.kent.edu/viEvalHomepage/login.aspx
      Step-by-step instructions: *"**How to complete my Self Evaluation"*** available at
      http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm

5. **Where do I go to sign my completed evaluation?**
   a. https://videsktop.kent.edu/viEvalHomepage/login.aspx
      Step-by-step instructions: *"**How to complete my evaluation Signature Form"*** available at
      http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm

6. **My supervisor completed my evaluation but I can't see the responses on the Signature form.**
   a. It is possible that your supervisor did not complete the process. Let your supervisor know that he may need to return to the evaluation and select "finish". If your supervisor needs assistance, please have him/her contact Janine Bogden at ext. 2-8526 or Karen Watson at ext. 2-4636 for assistance.

Information Pages: (these pages include process dates, available training, and resources)

Classified Evaluation Information:
http://www.kent.edu/hr/employee/performance/performance-evaluation-classified.cfm

Unclassified Evaluation Information:
http://www.kent.edu/hr/employee/performance/performance-evaluation.cfm

Performance Evaluation Resources:
http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm

Additional Information:

Karen Watson, kswatson@kent.edu , 330-672-4636 or
Janine Bogden, jbogden@kent.edu, 330-672-8526