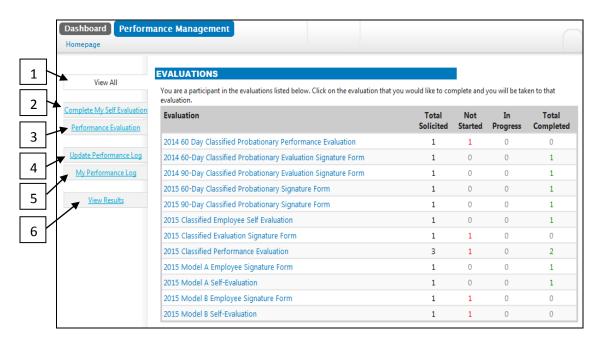
## The Evaluation Homepage-Classified Evaluator

Log in at https://videsktop.kent.edu/viEvalHomepage/login.aspx

Once you are logged in to the evaluation site, you will see six tabs on the left hand side of the Homepage:

- 1. View All Tab by default you will begin in the "View All" Tab
- 2. **Complete My Self Evaluation Tab** To view all self-evaluations you have access to complete for yourself)
- 3. **Performance Evaluation Tab** Select this to view all evaluations you have access complete for employees you supervise.
- 4. **My Performance Log** Your personal log to record special projects, training, etc. throughout the year.
- 5. **Update Performance Log Tab** Managers may now keep a log of events, projects, discussions, etc throughout the year and refer to it for the evaluation process.
- 6. **View Results Tab** Select this to view your employees' self evaluation, or previous year evaluation.



You may not have all the tabs shown. For instance if you are a manager that will be evaluated with a different group (unclassified staff) you may not see the Self-Evaluation tab.