

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.

The screenshot shows the 'Performance Management' section of the evaluation homepage. On the left, a sidebar contains six tabs, each with a number in a box and an arrow pointing to it: 1. View All, 2. Complete My Self Evaluation, 3. Performance Evaluation, 4. Update Performance Log, 5. My Performance Log, and 6. View Results. The main content area is titled 'EVALUATIONS' and includes a message: 'You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.' Below this is a table with the following data:

| Evaluation | Total Solicited | Not Started | In Progress | Total Completed |
|---|-----------------|-------------|-------------|-----------------|
| 2014 60 Day Classified Probationary Performance Evaluation | 1 | 1 | 0 | 0 |
| 2014 60-Day Classified Probationary Evaluation Signature Form | 1 | 0 | 0 | 1 |
| 2014 90-Day Classified Probationary Evaluation Signature Form | 1 | 0 | 0 | 1 |
| 2015 60-Day Classified Probationary Signature Form | 1 | 0 | 0 | 1 |
| 2015 90-Day Classified Probationary Signature Form | 1 | 0 | 0 | 1 |
| 2015 Classified Employee Self Evaluation | 1 | 0 | 0 | 1 |
| 2015 Classified Evaluation Signature Form | 1 | 1 | 0 | 0 |
| 2015 Classified Performance Evaluation | 3 | 1 | 0 | 2 |
| 2015 Model A Employee Signature Form | 1 | 0 | 0 | 1 |
| 2015 Model A Self-Evaluation | 1 | 0 | 0 | 1 |
| 2015 Model B Employee Signature Form | 1 | 1 | 0 | 0 |
| 2015 Model B Self-Evaluation | 1 | 1 | 0 | 0 |

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.