

How To Complete An Evaluation for One or More Employees Classified Evaluator (Supervisor)

1. Select the "Performance Evaluation" tab on the left side to view your evaluation options.
2. Select the evaluation you wish to use.
(For Classified – you should see "<current year> Classified Performance Evaluation". You may also see "90-Day Classified Probationary Evaluation", and "60-Day Classified Probationary Evaluation")

Dashboard **Performance Management**

Homepage

[View All](#)

[Complete My Self Evaluation](#)

Performance Evaluation

[Update Performance Log](#)

[My Performance Log](#)

[View Results](#)

EVALUATIONS

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.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
2014 60 Day Classified Probationary Performance Evaluation	1	1	0	0
2015 Classified Performance Evaluation	3	3	0	0

NOTE the numbers to the right of the evaluation title – this shows you how many employee evaluations you are requested to do, how many are in progress, declined and complete

3. After viewing the instruction page, select "Continue"
4. In the screen below, all classified employees that you supervise / evaluate will be listed.

Select a process | [View Status](#)

2015 Classified Performance Evaluation

Before you start:

[Instructions](#)

Filter:

[View All](#)

[Not Completed](#)

[Completed](#)

[Declined](#)

[View All](#)

[Print Blank Form](#)

View All

Click on the links below to view/update information

[Select All](#) | [Unselect All](#) | [Reverse Selection](#) | **[Evaluate All Selected](#)** | [Decline All Selected](#)

Evaluatee	Type	Status	Last Updated
<input checked="" type="checkbox"/> BOGDEN, JANINE View Performance Log	Solicited	Not Started	Print
<input checked="" type="checkbox"/> TEST, BOB View Performance Log	Solicited	Not Started	Print
<input checked="" type="checkbox"/> TEST, JOE View Performance Log	Solicited	Not Started	Print

5. Once within the employee selection screen, the navigation tabs on the left change to:
 - a. Instructions (this was the first page you saw after selecting an evaluation)
 - b. You can also filter to "view all", view only evaluations that are "not completed", view only evaluations that are "completed", or view only evaluations that have been "declined". By default you will "view all".
6. Select the employee(s) you wish to evaluate by checking or unchecking the boxes to the left of their name. Select **"Evaluate All Selected"**
Note the options to "select all", "unselect all", "reverse selection", "evaluate all selected", and "decline all".

7. You can now begin your evaluation.

Note: when evaluating two or more employees all selected employees show up in the view for each question. This can come in handy when you are evaluating multiple employees with like positions. Make a rating selection for each employee and add comments if desired.

1-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)

A. Completes work assignments on time

TEST, BOB
[View Self Evaluation](#) | [View Performance Log](#)

- 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.
- 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time.
- 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.
- 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.
- 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.

Comments
[Spell Check](#) (max: 3500 characters)

TEST, JOE
[View Self Evaluation](#) | [View Performance Log](#)

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Comments
[Spell Check](#) (max: 3500 characters)

<< Prev Save and Close Next >>

For some questions, you may have to scroll to the right to see the "Comment" section.

8. Select "Next".

9. Proceed through all of the evaluation questions in the same manner.

- *Note that the links "View Performance Log" and "View Self Evaluation", remain available and are located under each employees name on every page.*
- *When one of these links is selected, a new window will open up with all entries made for that employee.*
- *If the window opens with a "no records found" message, there have not been any entries made.*
- *To save your responses if you re interrupted, select "Save and Close" at the bottom of the screen.*

10. When you have answered all of the questions in the evaluation section **VII. Signature Section** will appear.

- If your next step is to meet with your employee to discuss this evaluation and the employee self-evaluation, then select "no" to the next question, then **"Save and Close"**.
- You have the option to print the evaluation from the next screen.
- If your next step is to complete the evaluation process with electronic signatures then click "yes" to the question below, click next and type your name in the signature box.
- Click the finish button to complete the performance evaluation.

11. You may print the evaluation(s) by selecting **"Print"** to the right of the employee's name.

Select a process | [View Status](#)

2015 Classified Performance Evaluation

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[Instructions](#)

Filter:
[View All](#)

[Not Completed](#)
[Completed](#)
[Declined](#)

[View All](#)

[Print Blank Form](#)

View All
Click on the links below to view/update information

[Select All](#) | [Unselect All](#) | [Reverse Selection](#) | [Evaluate All Selected](#) | [Decline All Selected](#)

	Evaluatee	Type	Status	Last Updated	
<input checked="" type="checkbox"/>	BOGDEN, JANINE View 2015 Classified Self-Evaluation View Performance Log	Solicited	Not Started		Print
<input checked="" type="checkbox"/>	TEST, BOB View 2015 Classified Self-Evaluation View Performance Log	Solicited	Not Started		Print

12. Return to the evaluation after you have met with your employee and when you are ready to sign the evaluation (access as mentioned above).

13. Complete edits and continue to select ""Next" until you reach the Signature Section.

14. Select "Yes" to the question, "Did you review the performance evaluation with your employee?"

15. Select "Next" and type your name under "Supervisor Signature" (this will be your electronic signature) and answer the question "Did the employee agree to electronically sign?"
16. Select **"Finish & Submit"** to return to the evaluation page.
17. To access a different evaluation, select **"Select a Process"** in the upper left corner of the page. This will take you back to your Evaluation Homepage.

2015 Classified Performance Evaluation

Before you start: [Instructions](#)

Filter: [View All](#)

[Not Completed](#)

[Completed](#)

[Declined](#)

View All [Print Blank Form](#)

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<input checked="" type="checkbox"/>	TEST, BOB View 2015 Classified Self-Evaluation	Solicited	Not Started	Print

18. Inform your employee that he/she should now log in and complete the "<current year> Classified Evaluation Signature Form".