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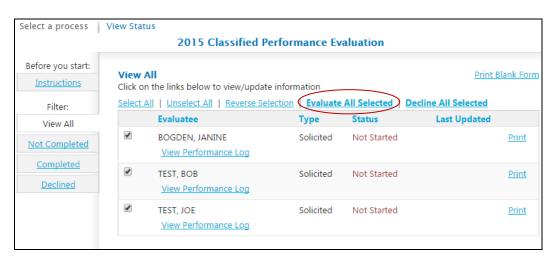# Classified Evaluator (Supervisor)

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")

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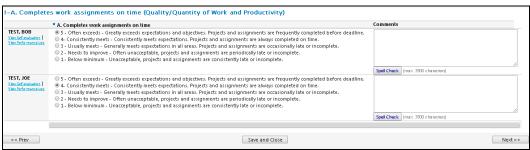
3. After viewing the instruction page, select "Continue"
4. In the screen below, all classified employees that you supervise / evaluate will be listed.

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.

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.

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.

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