Complete a Classified 60/90 Day Probationary Evaluation
Evaluator (Supervisor)

1. Log in to the evaluation homepage at: https://videsktop.kent.edu/viEvalHomepage/login.aspx

2. Enter your entire email address (IE kwatson@kent.edu) and previously established evaluation log-in password.

3. Under the “Evaluations” heading, select the 60- or 90-day probationary evaluation for the year in which the employee started working in your department.

4. After reading the instructions, select “Continue”.

5. Select "Update" to the left of the employee's name you wish to evaluate.

6. Begin the evaluation. Select “Next” to go to the next question.

7. When you reach VIII. Signature Section, select "No" to the question, “Did you review the evaluation with your employee?”

8. Select "Save and Close". This will take you back to the list of evaluations.

9. To print a draft copy of the evaluation, select "Print" to the far right of the employee's name.

10. Logout and then meet with your employee to discuss the evaluation.

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

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

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

14. 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?"

15. Select "Finish", to return to the evaluation page.

16. Inform your employee that he/she may now log in and sign their completed evaluation. (This should only be done AFTER you have electronically signed and your revaluation of the employee shows as "Complete".)
NEW FEATURE for the 90-Day Probationary Evaluation Only

1. If you would like to refer to the 60-Day Classified Performance Evaluation before completing the 90-day evaluation, select "View 60-Day Evaluation" below the employee's name.
2. The completed 60-day evaluation will pop up in a separate window to view.
3. If the window opens and says "No records found", and you know you completed a 60-day evaluation, please contact Employee Relations.

4. To complete the 90-Day Classified Performance Evaluation, select "Update" next to the employee's name and follow the steps above for completion.

If you have any questions or need additional assistance, please contact Karen Watson at ext. 2-4636 or Janine Bogden at ext. 2-8526.