How Sign My Completed Probationary Evaluation

Evaluation Homepage https://videsktop.kent.edu/viEvalHomepage/login.aspx

1. From the Evaluation Homepage, select the appropriate link:
   a. "2014 60-Day Probationary Evaluation Signature Form" or
   b. "2014 90-Day Probationary Evaluation Signature Form"
   
   Note: Your probationary evaluation ‘year’ is based on the year in which you were hired.

2. The following screen should appear.

3. Select "Update"

   ![Update Screen]

4. You should see your evaluation responses and comments. Scroll through to see all evaluation responses.

5. Select "Next" to continue to the signature page.

6. Please select "Yes" to the question, "Did your supervisor review your evaluation with you?"

7. In the text box, below ‘Employee Signature’, please type your name and date, which denotes your electronic signature. Select “Finish”.

8. You will be redirected back to the main page for the signature form where you can select to print a copy if you wish.