



DIVISION OF HUMAN RESOURCES – EMPLOYEE AND LABOR RELATIONS
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INTERDEPARTMENTAL CORRESPONDENCE

DATE: March 31, 2017
TO: Classified Employees
FROM: Karen Watson, Labor Relations Director/Hearing Officer
SUBJECT: Classified Performance Evaluations

The period of **March 31, 2017** through **June 16, 2017** has been designated as the time to conduct the 2017 on-line performance evaluations for classified employees. All employees are encouraged to complete the online self-evaluation at least one week prior to meeting with their supervisor for the performance evaluation discussion. This will assist you in reflecting on your past goals while thinking forward towards new goals, objectives, and development opportunities that you may want to discuss.

Both evaluatees (employees) and evaluators (supervisors) will log into the [Evaluation Homepage](#) to complete all steps of the evaluation process. Please visit the [Classified Performance Evaluation employee webpage](#) for information and resources.

Reminders

The 2017 Classified Performance evaluation is designed to be user friendly and includes the following:

- Evaluatees have access to a performance log that is available throughout the year to add important information regarding your performance, special projects and notable accomplishments.
- Within the performance log, you will have the opportunity to attach a document referencing the comment.
- The evaluation program is completely independent from FlashLine and utilizes a password you determine. For instructions on recovering your password, please see “*Password Help for Returning Users*” on the [evaluations resource page](#). Please **do not** call the HelpDesk for assistance.
- If you will be accessing the evaluation process for the first time, please see “*Password Help for First Time Users*” on the [evaluations resource page](#).
- Additional information available on the website includes:
 - Link to the Evaluation Homepage
 - How to Complete My Self-Evaluation
 - How to Complete My Evaluation Signature Form

If you have any questions, please contact **Karen Watson** at 330-672-4636, **Janine Bogden** at 330-672-8526 or **Alicia Moore** at 330-672-0771.