



DIVISION OF HUMAN RESOURCES – EMPLOYEE AND LABOR RELATIONS  
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INTERDEPARTMENTAL CORRESPONDENCE

**DATE:** March 30, 2017  
**TO:** Academic and Administrative Leaders, Unit Managers and Supervisors  
**FROM:** F. Jack Witt, Vice President for Human Resources  
**SUBJECT:** Classified Performance Evaluations

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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. This annual review process is intended to be a collaborative effort between employee and supervisor to reflect on goals and objectives achieved during the past while looking forward to goals, objectives, and growth opportunities in the future. Some of the key attributes that should be covered during the performance evaluation process include:

- Recognize the employee's contributions during the preceding year;
- Improve individual performance by providing positive, constructive and developmental feedback;
- Identify and integrate organizational and individual objectives and expectations;
- Encourage individual employee growth and development; and
- Provide data to document performance.

To assist you with the annual evaluation process, I encourage you to visit the [Performance Evaluation Resources website](#). Here you will find additional updates to the online evaluation tool, training webinars for new and experienced supervisors, the process to follow in completing and submitting the evaluation, and other valuable information. You will also find a direct link to the [classified evaluator's homepage](#).

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](#).

It is our hope that this annual review process, and the tools provided, will offer you user-friendly resources while you engage with your employees. If you have any problems accessing this information on the website or the evaluation process itself, please feel free to contact **Karen Watson** at 330-672-4636, **Janine Bogden** at 330-672-8526 or **Alicia Moore** at 330-672-0771.