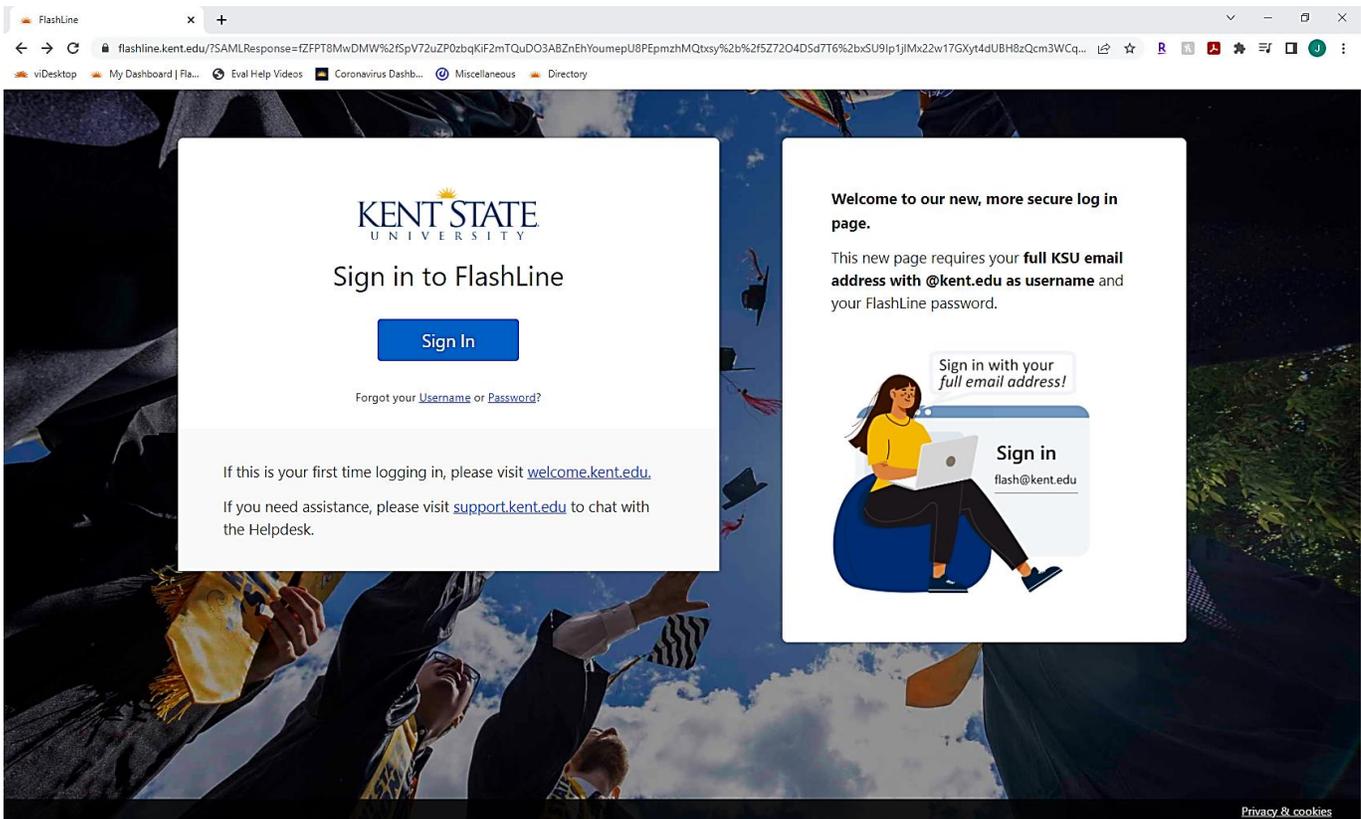


Training Aid I - Log into the evaluation homepage through FLASHline– Evaluator (Supervisor) and Evaluatee (Employee)

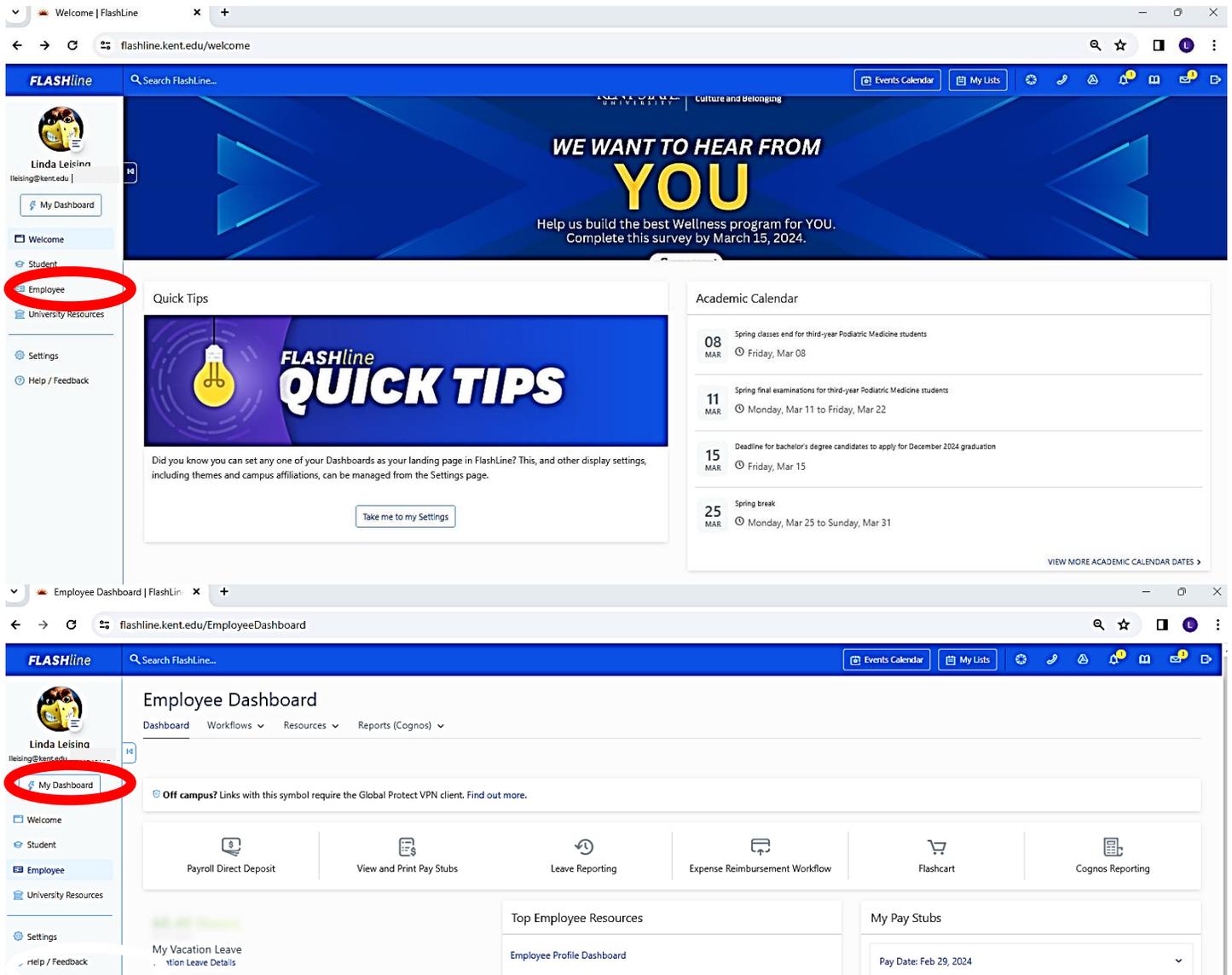
1. To access the online performance evaluation homepage go to <https://www.kent.edu/> and select “FLASHline Login” at the top of the page.



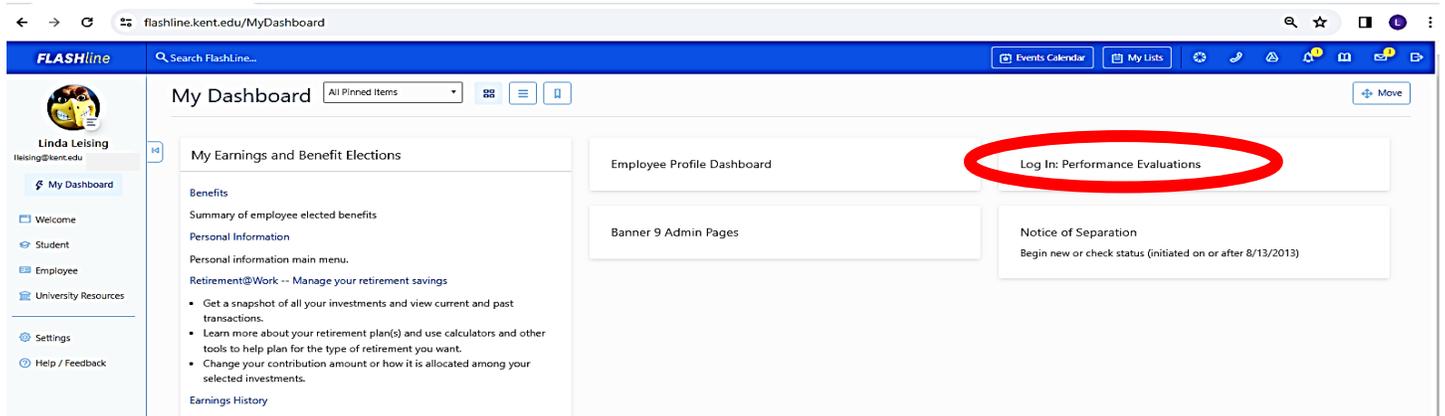
2. Use your **FLASHline ID** and **FLASHline password** to log into **FLASHline** and access the evaluation homepage.



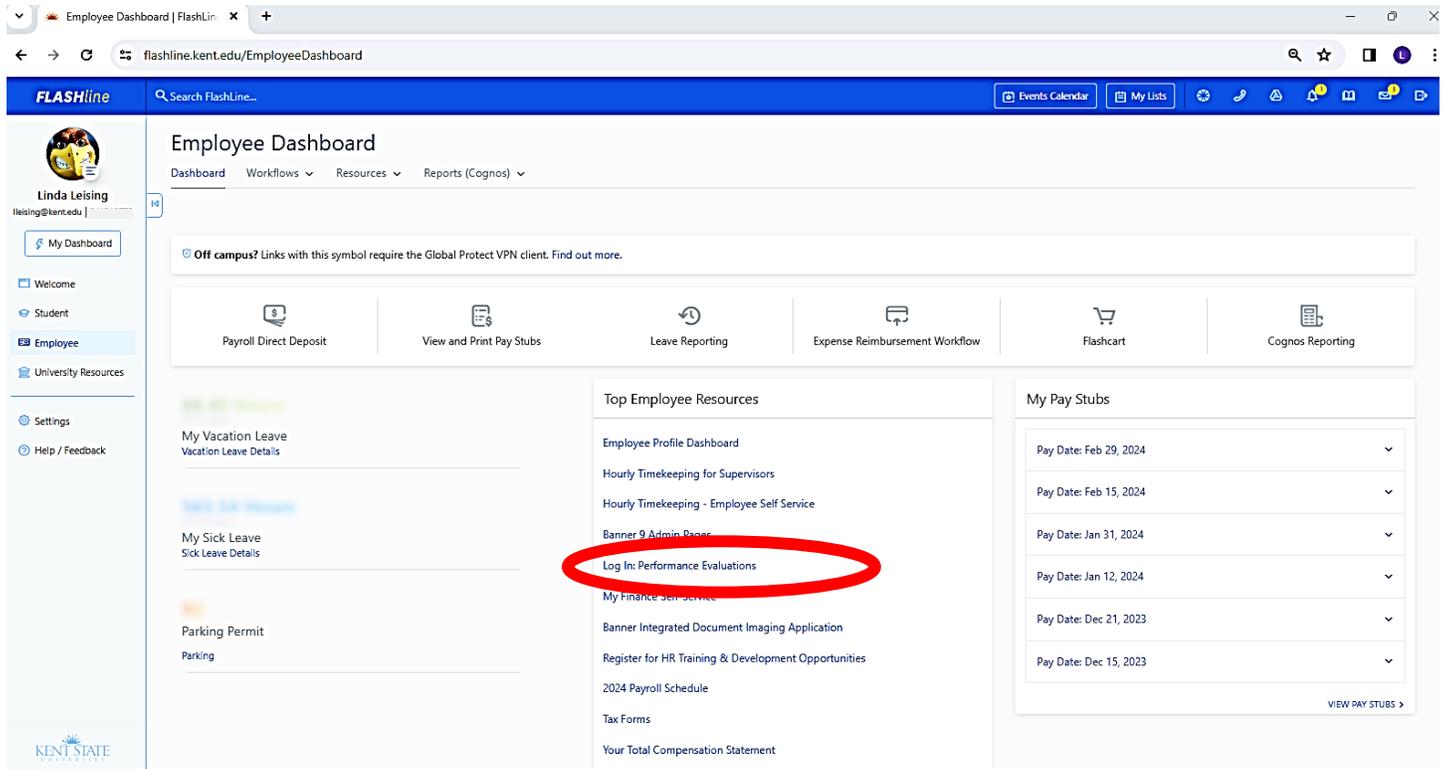
3. On the left side of the FLASHline page, select “Employee”. Then select “Dashboard”.



4. In the middle of the Employee Dashboard is a box titled “Top Employee Resources”, select the option “Log in: Performance Evaluations”.

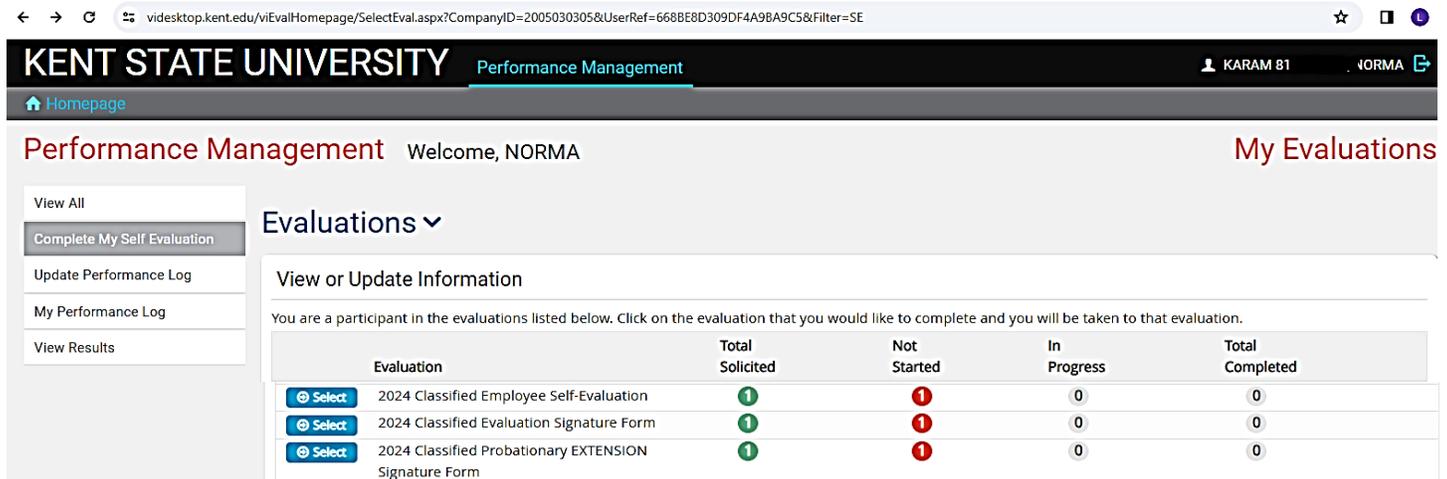


Or you can choose not to select dashboard and find the Log in Performance Evaluations in the below screenshot.



5. Next, as an evaluator (supervisor) you should be directed to the Homepage, which lists the evaluation models. As the evaluatee (employee), you should be directed to the Homepage, which lists the self-evaluation you would complete as an employee. You will have access to the signature page, which **should only be accessed after you have met with your supervisor** and the review is completed. To continue with the process, click on the 'Select' tab next to the evaluation or self-evaluation you wish to complete.

CLASSIFIED EVALUATEE (EMPLOYEE) VIEW:



UNCLASSIFIED EVALUATEE (EMPLOYEE) VIEW:

Performance Management Welcome, NORMA My Evaluations

Evaluations ▾

View or Update Information

You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
Select 2024 Model A (Unclassified) Self-Evaluation	1	1	0	0
Select 2024 Model B (Unclassified) Employee Signature Form	1	1	0	0
Select 2024 Model B (Unclassified) Self-Evaluation	1	1	0	0
Select 2024 Model C (Unclassified) Employee Signature Form	1	1	0	0
Select 2024 Model C (Unclassified) Self-Evaluation	1	1	0	0
Select 2024 Model D (Unclassified) Employee Signature Form	1	1	0	0
Select 2024 Model D (Unclassified) Self-Evaluation	1	1	0	0

CLASSIFIED AND UNCLASSIFIED EVALUATOR (SUPERVISOR) VIEW:

Performance Management Welcome, JANINE My Evaluations

Evaluations ▾

View or Update Information

You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
Select 2023 120-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9-month probationary period)	1	1	0	0
Select 2023 150-day Classified Probationary	1	1	0	0
Select 2024 Assistant Coach Evaluation	2	2	0	0
Select 2024 ATHLETICS Model D (Unclassified) Evaluation	1	1	0	0
Select 2024 Classified Performance Evaluation	2	1	0	1
Select 2024 Head Coach Evaluation	2	2	0	0
Select 2024 Model A (Unclassified) Evaluation	2	1	0	1
Select 2024 Model B (Unclassified) Evaluation	2	2	0	0
Select 2024 Model C (Unclassified) Evaluation	2	2	0	0
Select 2024 Model D (Unclassified) Evaluation	2	2	0	0

- TA II is a training aid for the Evaluator (Supervisor) of the Homepage View
- TA III is a training aid for the Evaluator (Supervisor) to complete a classified Evaluation
- TA IV is a training aid for the Evaluator (Supervisor) to complete an unclassified Evaluation
- TA V is a training aid for the Evaluatee (Employee) to complete a classified Self-Evaluation
- TA VI is a training aid for the Evaluatee (Employee) to complete an unclassified Self-Evaluation
- TA VII is a training aid for the Evaluatee (Employee) to complete a Signature Page

These training aides can be accessed on the Evaluation Web Page:
<https://www.kent.edu/hr/management/performance-evaluations>

* If at any time you are missing an employee to evaluate, have names listed that you do not evaluate or need help please contact us in Employee Relations: **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636**