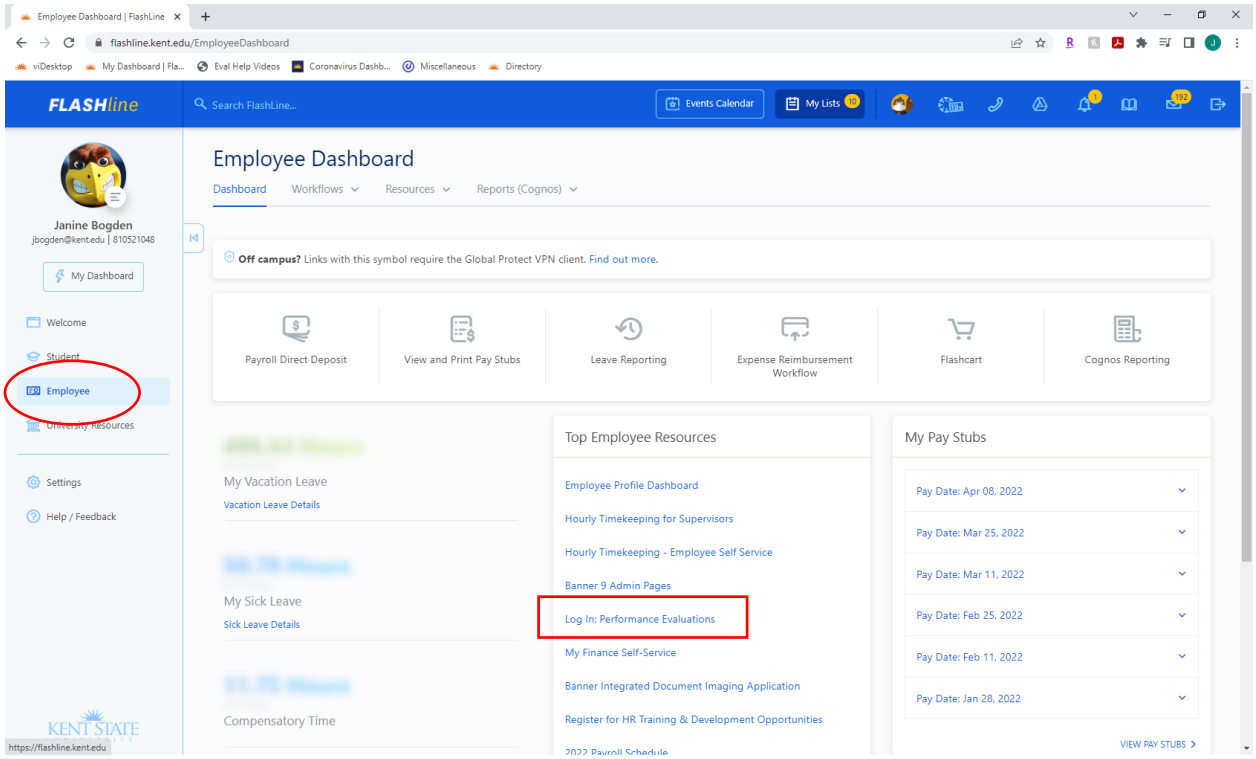
Training Aid III
How to Complete and Unclassified Evaluation and How to View an Employee's Self-Evaluation

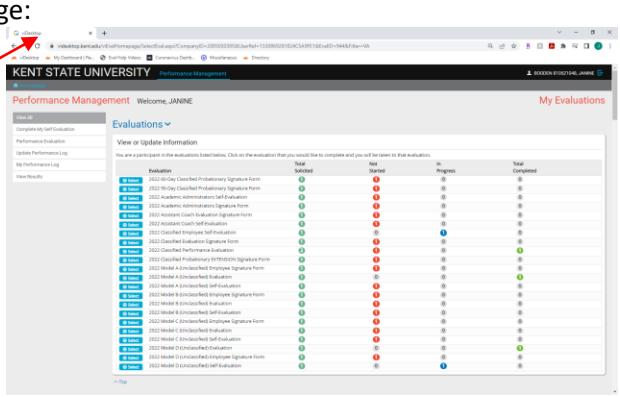
Log into FLASHline: https://login.kent.edu/

- Log into **FLASHline** with your **FLASHline** ID and **FLASHline** password,
- On the left side of the page select "Employee" then select "Dashboard",
- Under the box in the middle "Top Employee Resources" select "Log In: Performance Evaluations",
- Select the evaluation you would like to complete,
- If you need other training aids please select "Information for Performance Evaluations",



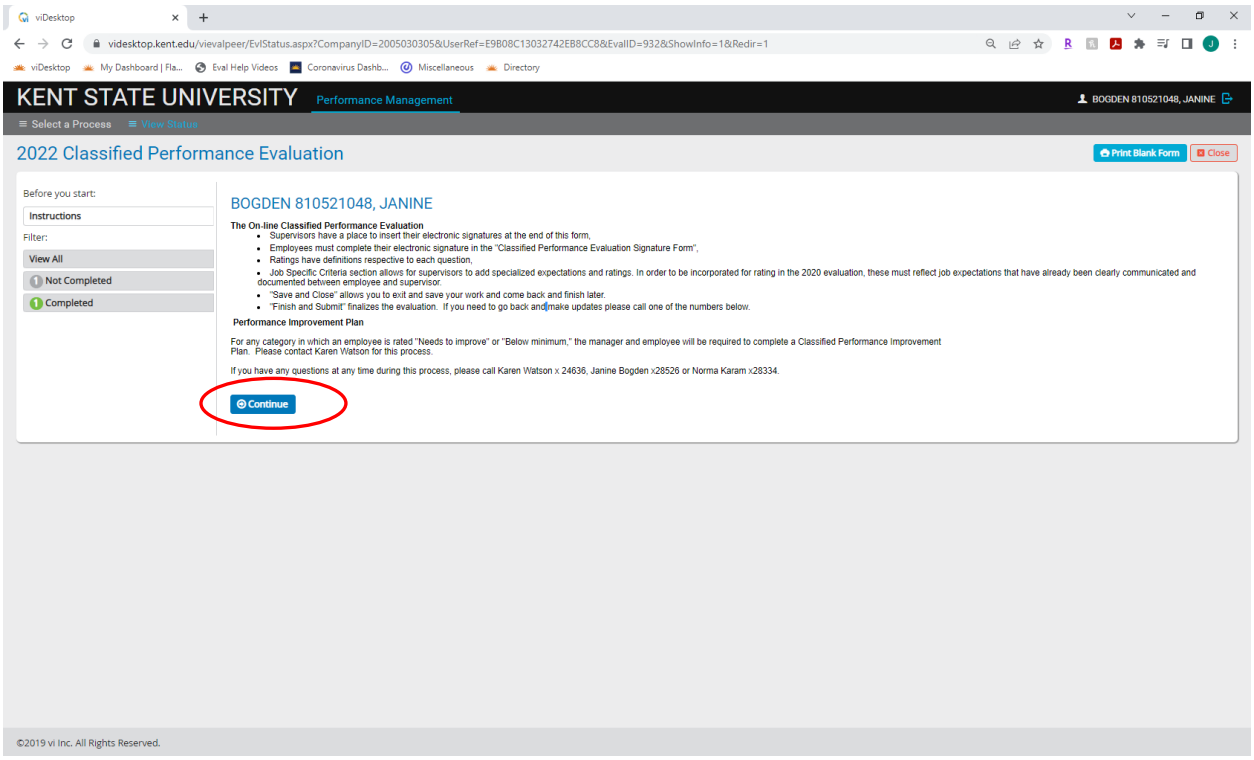
Once you are logged into the evaluation homepage through FLASHline, it will look very similar to previous years.
You will see six tabs on the left hand side of the Homepage:
Larger Image of the Box on the left-

View All
Complete My Self Evaluation
Performance Evaluation
Update Performance Log
My Performance Log
View Results



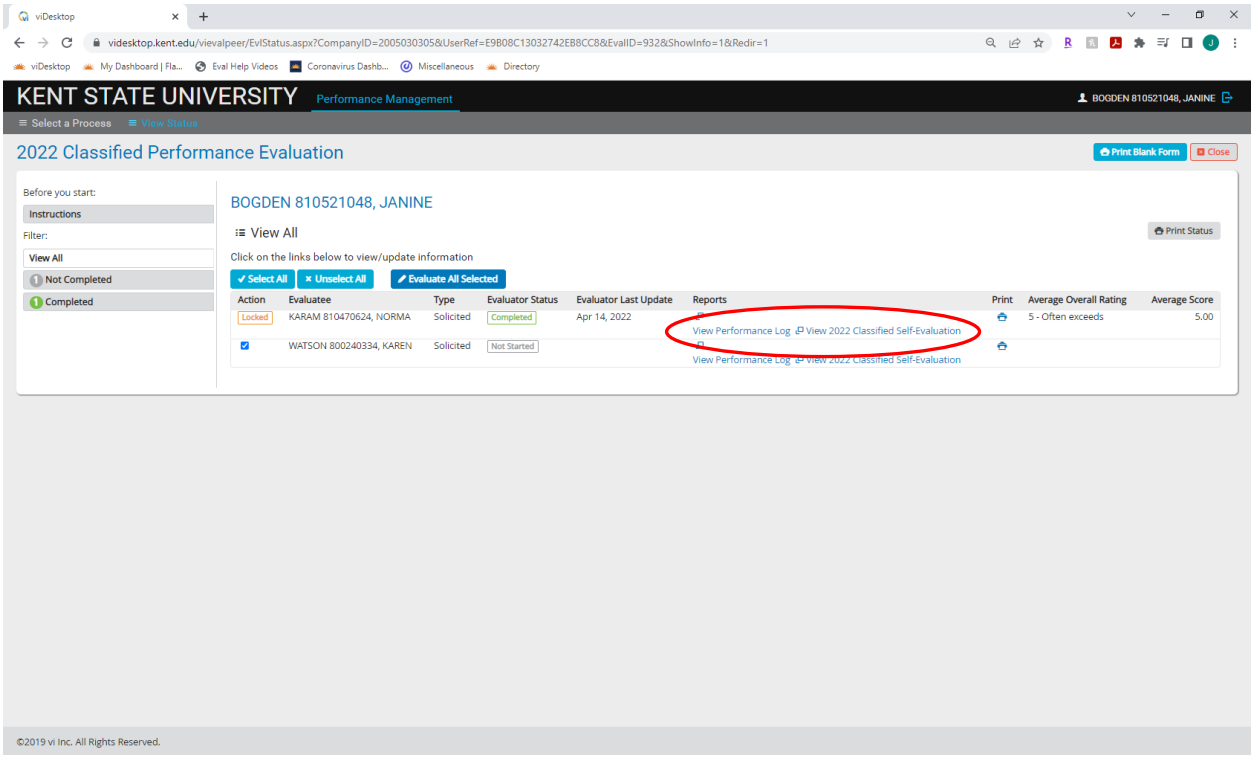
On the left side of the page select “Performance Evaluation” this will reduce your options to only **evaluations**. Select the 2022 Classified Performance Evaluation or you could scroll through the evaluation options in the center box and click on the Select tab next to the evaluation you wish to complete.

Once you have chosen the evaluation you will see the following on the next page. Select the “Continue” button.



The next page should include a list of the employees we have in the evaluation system for you to evaluate:

- If you do not have all of your employees listed please call us
- If you have names listed that you will not be evaluating please call us
- To the far right of each employee's name is a link to view their Self-Evaluation (if completed)



Select All **Unselect All** **Evaluate All Selected**

☑ Karam, Norma View 2022 Classified Self-Evaluation
(By selecting you will be able to view the employee's self-evaluation)

View Performance Log
(By selecting you will be able view this employee's performance log if you had created one)

Select All allows you to select all of your employees without manually checking the box next to each of their names
Unselect All allows you to de-select your employees
Evaluate All Selected allows you to evaluate all of your employees

Select "Evaluate All Selected" once you have decided if you wish to evaluate several employees at one time or only one employee. The screen shot below displays two employees being evaluated at once:

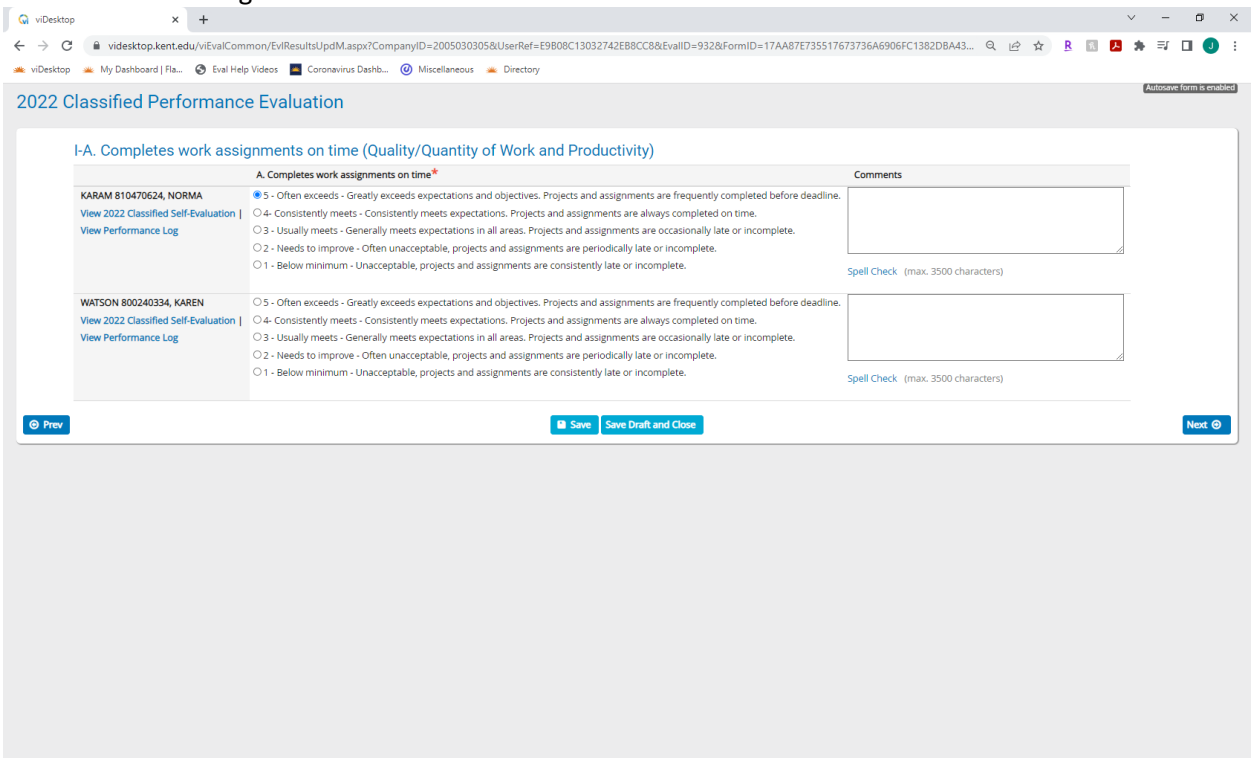
Begin to complete the evaluation form my selecting the appropriate ratings and adding comments. There are three tabs under the questions:

< Prev - This tab allows you to go back to the previous page.

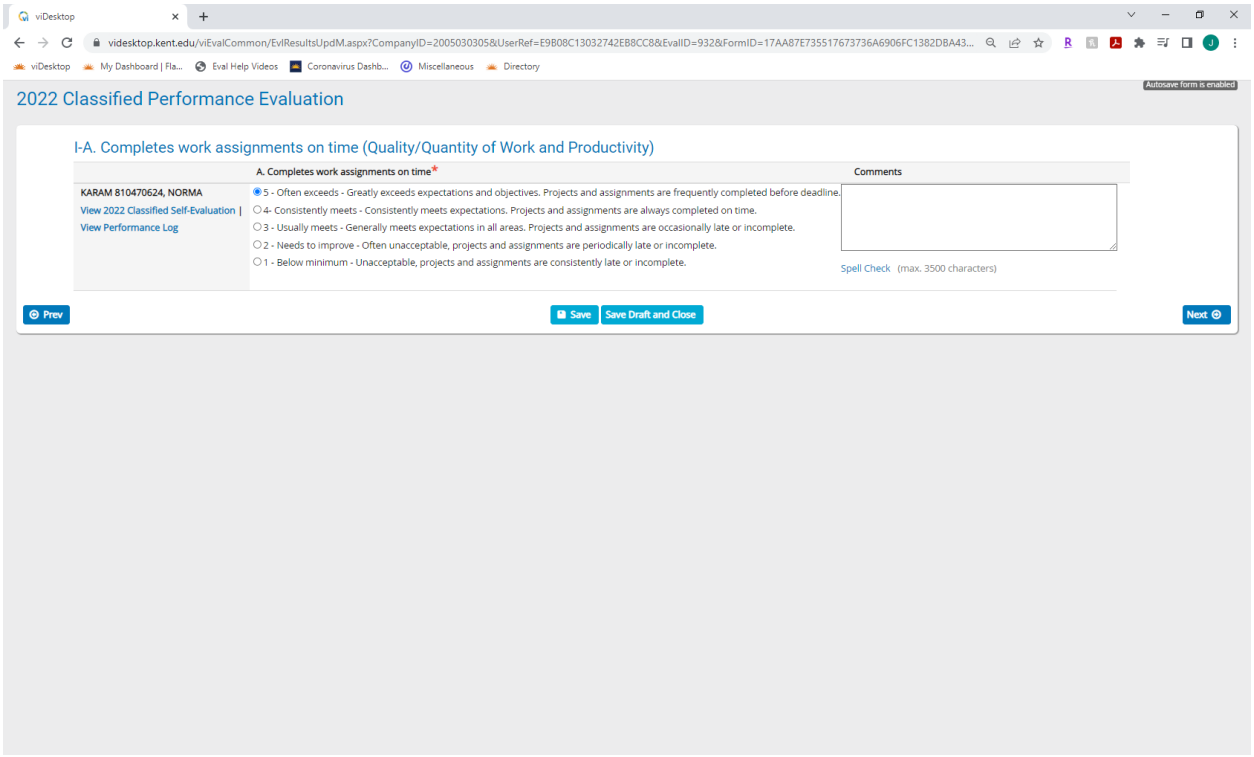
Save and Close – This tab allows you to save what you are working on and will return you the View Status page where you selected the employee(s) to evaluate.

Next > - This tab allows you to go to the next question.

Under each employee's name in the evaluation is a link to their self-evaluation for your review and to the Performance Log.



The screen shot below displays one employee being evaluated at a time:



In addition, there is a **sliding bar** to move the screen if there are two questions side by side. Please do not forget to slide the bar depending on your screen; you will not be able to advance to the next question.

Towards the end of the evaluation you will be asked **"Did you review the performance evaluation with your employee?"** If you have not reviewed the evaluation with your employee then select "No" and select "Save and Close". This will allow you to return to the evaluation and make changes if necessary.

OR

Towards the end of the evaluation you will be asked **"Did you review the performance evaluation with your employee?"** If you have reviewed the evaluation with your employee and made all additional changes then select "Yes" and select "Next" tab. The next page will allow you to type your name as the signature. Then your last step is to select "Finish and Submit". This will complete the evaluation process.

If at any time you have questions during this process, please contact Employee Relations:
Janine at 330-672-8526, Norma at 330-672-8334 or Karen at 330-672-4636.