

## 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",

The screenshot shows the FLASHline Employee Dashboard for Janine Bogden. The left sidebar contains a navigation menu with 'Employee' highlighted by a red circle. The main content area features a 'Top Employee Resources' section where 'Log In: Performance Evaluations' is highlighted by a red rectangle. Other sections include 'My Pay Stubs' and various workflow links like 'Payroll Direct Deposit' and 'Leave Reporting'.

Employee Dashboard

Janine Bogden  
jbogden@kent.edu | 810521048

My Dashboard

Welcome

Student

**Employee**

University Resources

Settings

Help / Feedback

Off campus? Links with this symbol require the Global Protect VPN client. Find out more.

Payroll Direct Deposit

View and Print Pay Stubs

Leave Reporting

Expense Reimbursement Workflow

Flashcart

Cognos Reporting

Top Employee Resources

- Employee Profile Dashboard
- Hourly Timekeeping for Supervisors
- Hourly Timekeeping - Employee Self Service
- Banner 9 Admin Pages
- Log In: Performance Evaluations**
- My Finance Self-Service
- Banner Integrated Document Imaging Application
- Register for HR Training & Development Opportunities
- 2022 Payroll Schedule

My Pay Stubs

Pay Date: Apr 08, 2022	▼
Pay Date: Mar 25, 2022	▼
Pay Date: Mar 11, 2022	▼
Pay Date: Feb 25, 2022	▼
Pay Date: Feb 11, 2022	▼
Pay Date: Jan 28, 2022	▼

VIEW PAY STUBS >

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](#)

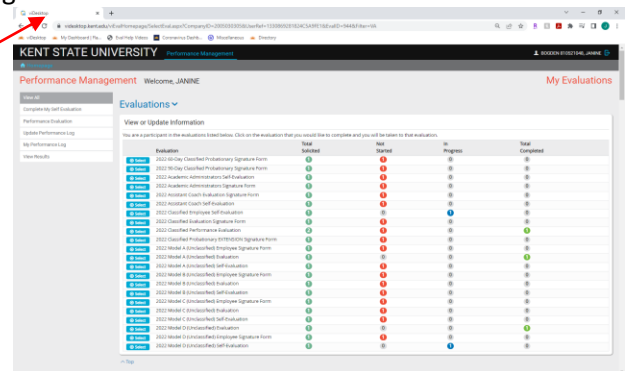
[Complete My Self Evaluation](#)

[Performance Evaluation](#)

[Update Performance Log](#)

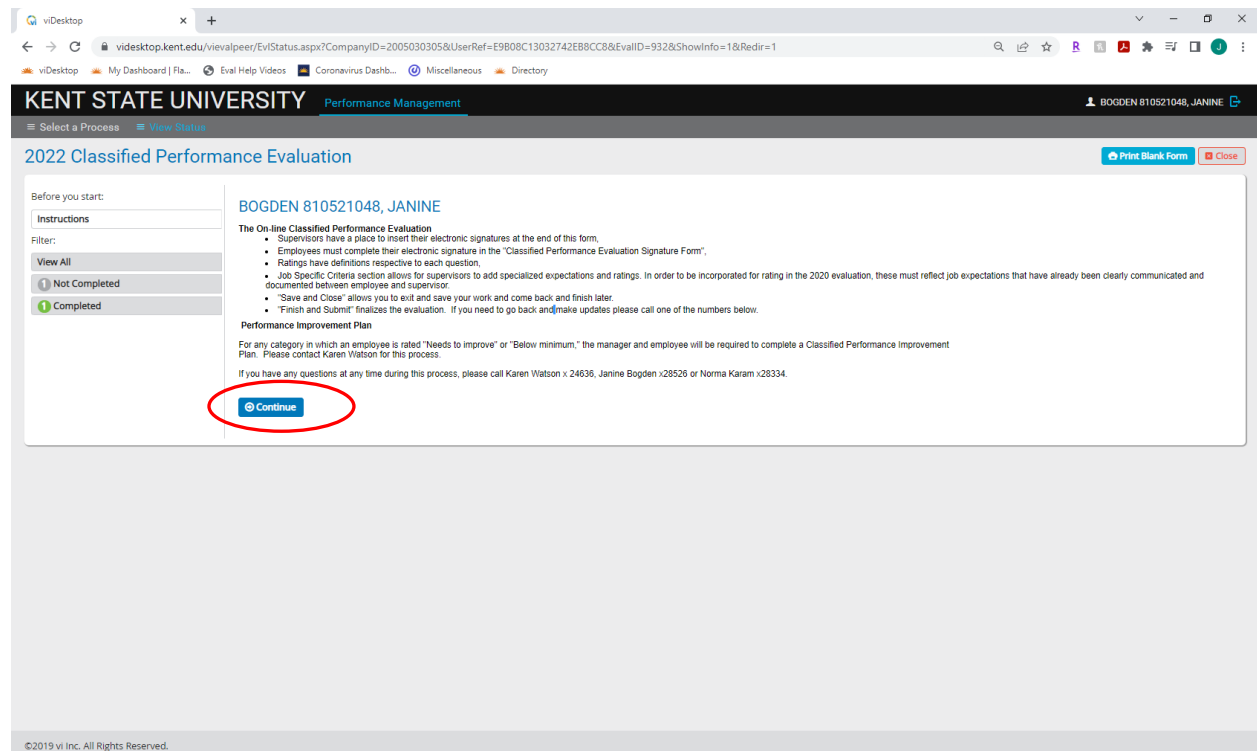
[My Performance Log](#)

[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)

**KENT STATE UNIVERSITY** Performance Management

2022 Classified Performance Evaluation

Before you start: Instructions

Filter: View All

Not Completed

Completed

BOGDEN 810521048, JANINE

View All

Click on the links below to view/update information

Select All Unselect All Evaluate All Selected

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print	Average Overall Rating	Average Score
Locked	KARAM 810470624, NORMA	Solicited	Completed	Apr 14, 2022	View Performance Log View 2022 Classified Self-Evaluation		5 - Often exceeds	5.00
	WATSON 800240334, KAREN	Solicited	Not Started		View Performance Log View 2022 Classified Self-Evaluation			

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[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 by 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.

2022 Classified Performance Evaluation

I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)

A. Completes work assignments on time\*

Employee	Options	Comments
KARAM 810470624, NORMA <a href="#">View 2022 Classified Self-Evaluation</a> <a href="#">View Performance Log</a>	<input checked="" type="radio"/> 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline. <input type="radio"/> 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time. <input type="radio"/> 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete. <input type="radio"/> 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete. <input type="radio"/> 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	<div>Comments</div> <div>Spell Check (max. 3500 characters)</div>
WATSON 800240334, KAREN <a href="#">View 2022 Classified Self-Evaluation</a> <a href="#">View Performance Log</a>	<input type="radio"/> 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline. <input type="radio"/> 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time. <input type="radio"/> 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete. <input type="radio"/> 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete. <input type="radio"/> 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	<div>Comments</div> <div>Spell Check (max. 3500 characters)</div>

Prev Save Save Draft and Close Next

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

The screenshot shows a web browser window with the URL [vdesktop.kent.edu/viEvalCommon/EvlResultsUpdM.aspx?CompanyID=2005030305&UserRef=E9808C13032742E88CC8&EvalID=932&FormID=17AA87E735517673736A6906FC1382DBA43...](https://vdesktop.kent.edu/viEvalCommon/EvlResultsUpdM.aspx?CompanyID=2005030305&UserRef=E9808C13032742E88CC8&EvalID=932&FormID=17AA87E735517673736A6906FC1382DBA43...). The page title is "2022 Classified Performance Evaluation". The main content area is titled "I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)".

On the left, the employee information is displayed: "KARAM 810470624, NORMA". Below this, there are links: "View 2022 Classified Self-Evaluation" and "View Performance Log".

The evaluation form is titled "A. Completes work assignments on time". It features a rating scale with five options:

- ☒ 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.
- ☐ 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time.
- ☐ 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.
- ☐ 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.
- ☐ 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.

To the right of the rating scale is a "Comments" section with a text area and a "Spell Check (max. 3500 characters)" link.

At the bottom of the form, there are navigation buttons: "Prev", "Save", "Save Draft and Close", and "Next".

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.