Training Aid III-A.

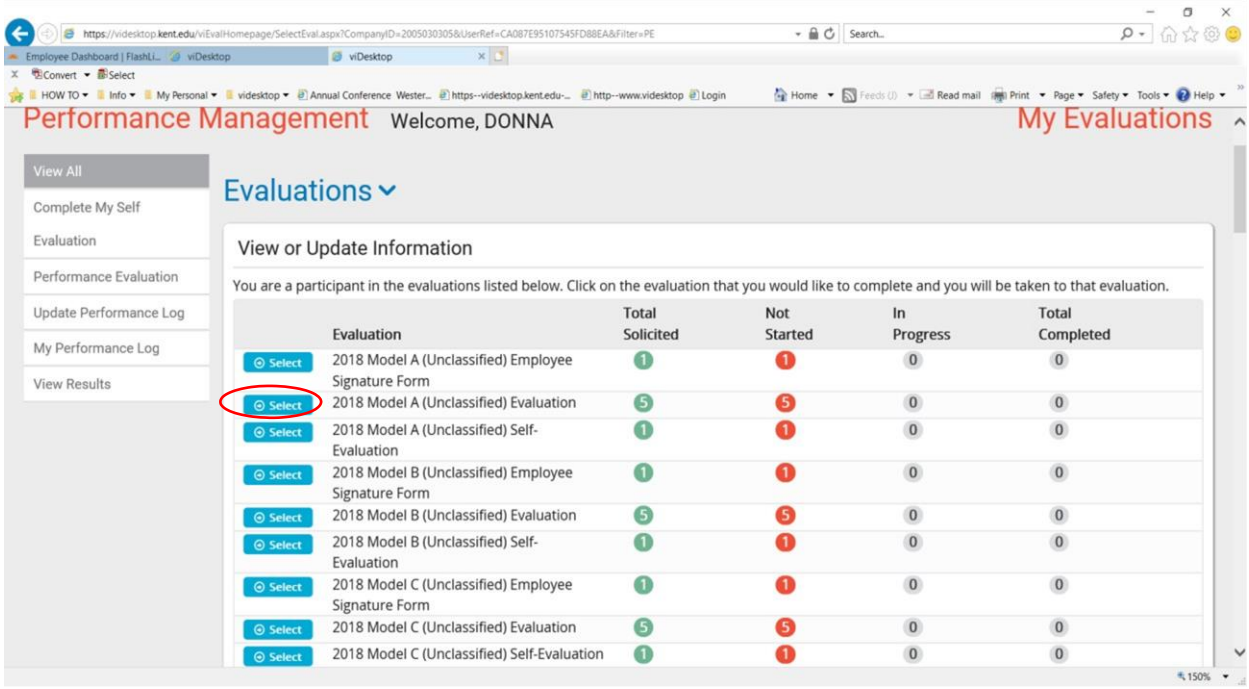
Evaluator (Supervisor) Completing an Unclassified Evaluation and View your employee's Self-Evaluation

1. To complete the performance evaluation of your unclassified employee(s), follow the instruction on page one of this document by logging into FLASHline.

2. The Box on the left side of the page under Performance Management-

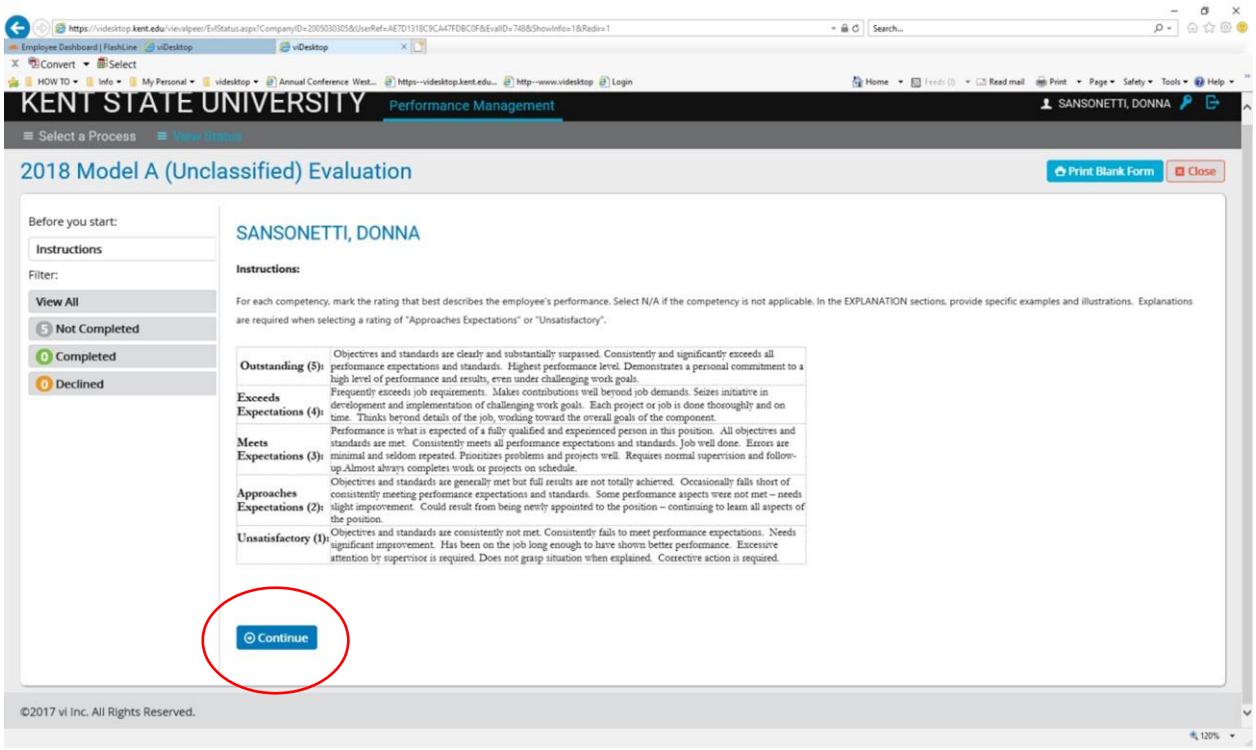
BY SELECTING:	YOU WILL BE ABLE TO:
View All	View all of the evaluation processes available to you. (Evaluations, Self-Evaluations and Signature Forms)
Complete My Self Evaluation	Only view the Self-Evaluations available to you.
Performance Evaluation	Only view the Evaluations available to you.
Update Performance Log	Allows you as the supervisor to update the performance log of your employees that you have created
My Performance Log	Allows you to update your performance log
View Results	View previous evaluations

3. Now that you have accessed the Evaluation **Homepage** , the following directions will guide you through the completion of an evaluation(s) for your unclassified employees.

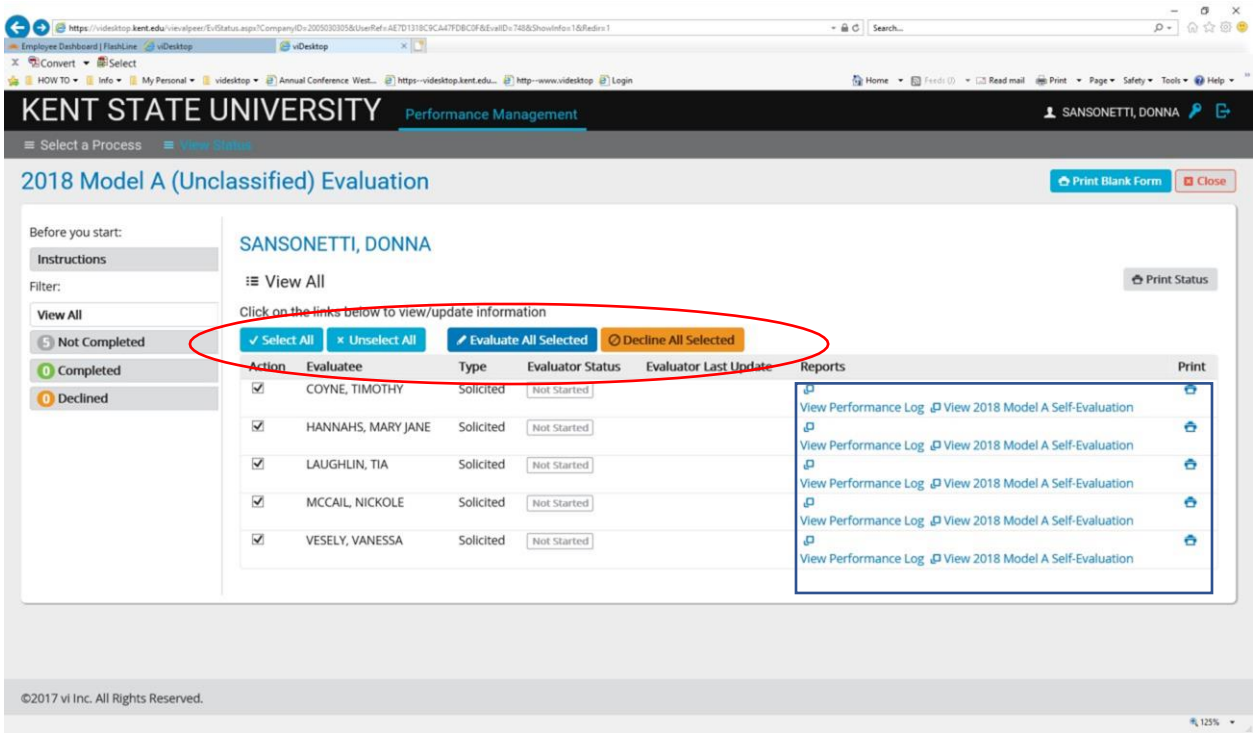


Select the Evaluation Form you need to complete:

- Model D will only allow one employee to be evaluated at a time. (More information regarding this model is on page 8 and 9 of the manual.)
- Unclassified Models A, B, and C Evaluation forms will allow **more than one** employee to be evaluated at a time.



- Once you have selected the 2022 Unclassified Performance Evaluation form you wish to utilize an introduction page will appear which explains the ratings– then select "**Continue**".



Next to each employee's name are two options: View Performance Log and View Model __ Self-Evaluation. By selecting an option, you are able to view the Performance Log information you have added or view the employee's self-evaluation (if completed).

In addition, on the **View Status** page, you will be able to select one of the Tabs listed below:

TABS:

Select All Unselect All Evaluate All Selected Decline All Selected

EXPLANATION OF EACH TAB:

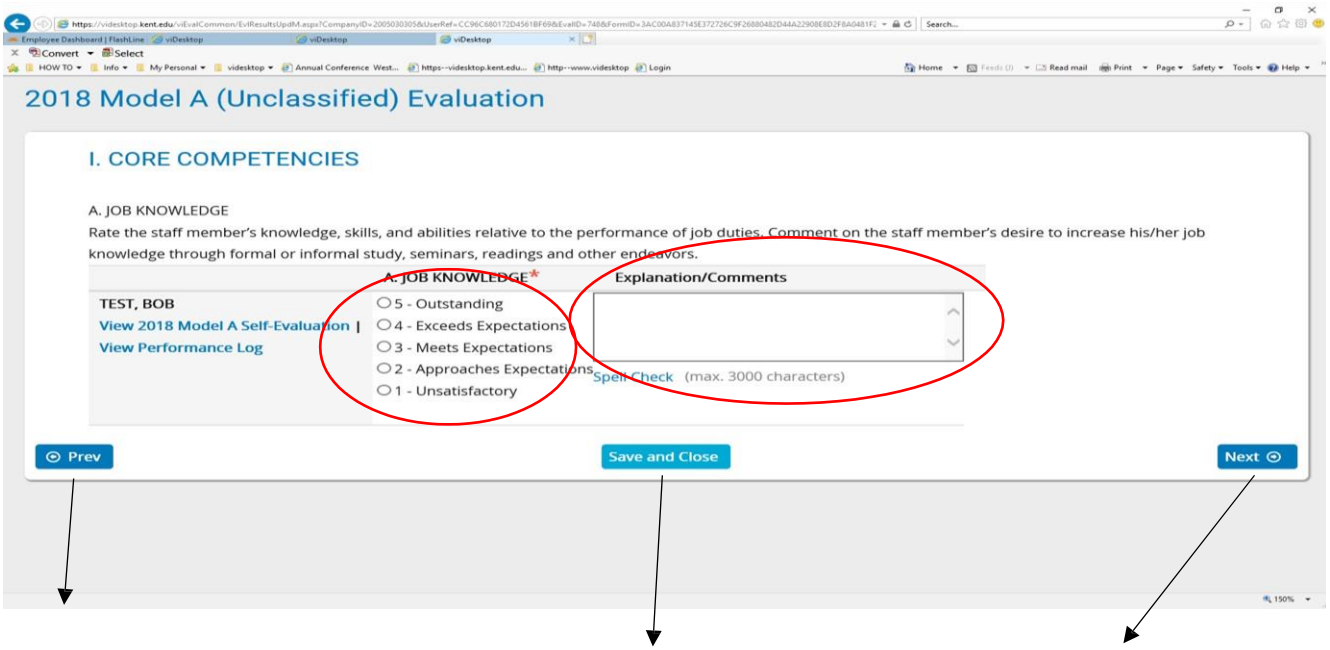
Select All - allows you to select all of your employees without manually checking the boxes next to each of their names

Unselect All - allows you to de-select all of your employees

Evaluate All Selected - allows you to evaluate all of the employees **you have selected**

Decline All Selected - we ask that you not select this option, instead please email Karen Watson (kswatson@kent.edu) with the information as to why you would decline this employee.

Begin to complete the evaluation form my selecting the appropriate ratings and adding comments.

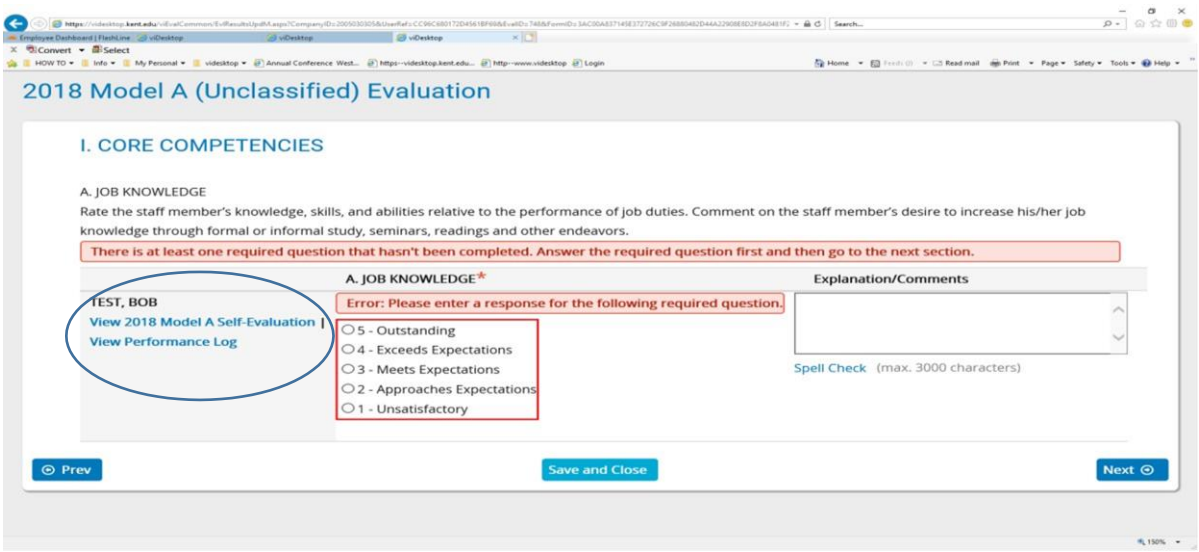


There are three tabs under each question:

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

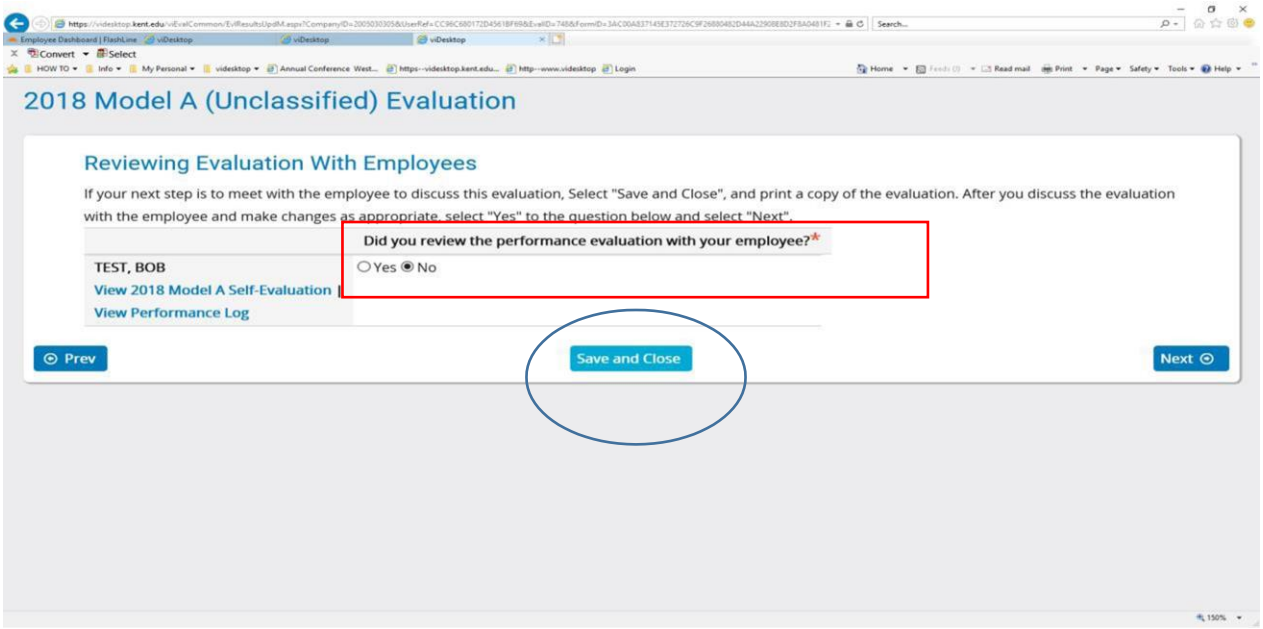
Save and Close - This tab allows you to save what you are working on and will return you to the **View Status page** where you selected the employee to evaluate.

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** you may have completed (Note the blue circle below).

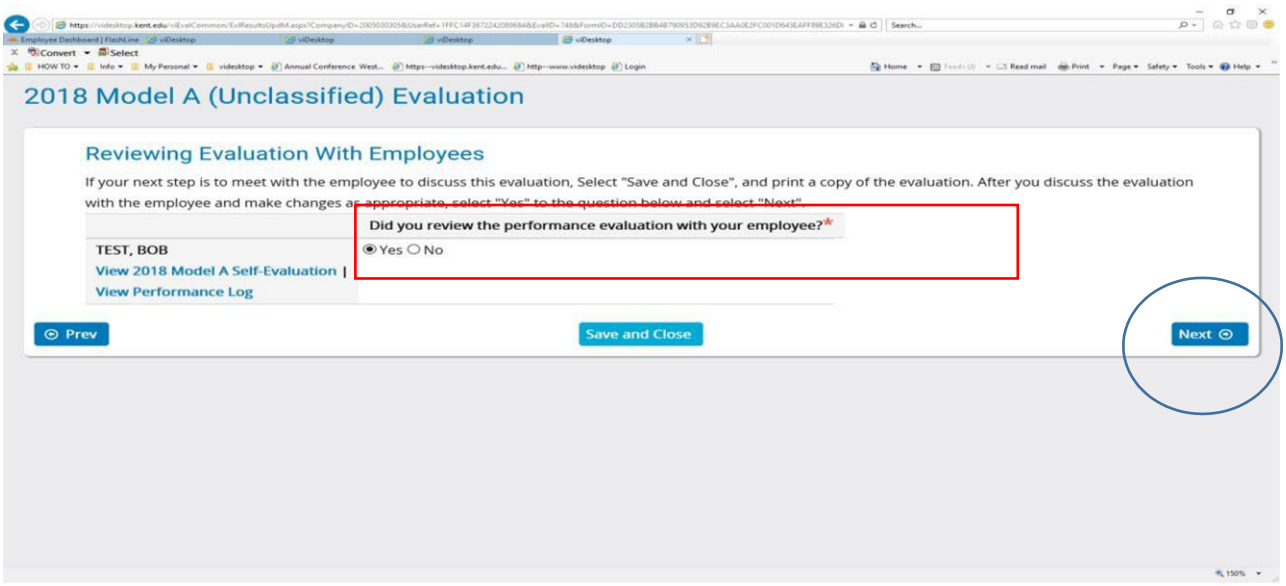
- If during the evaluation rating process you encounter an **error** as noted in the screen shot on page 4 you have not selected a rating for that question. Also, please note there are a few questions that have a slide bar to access both questions on the page.

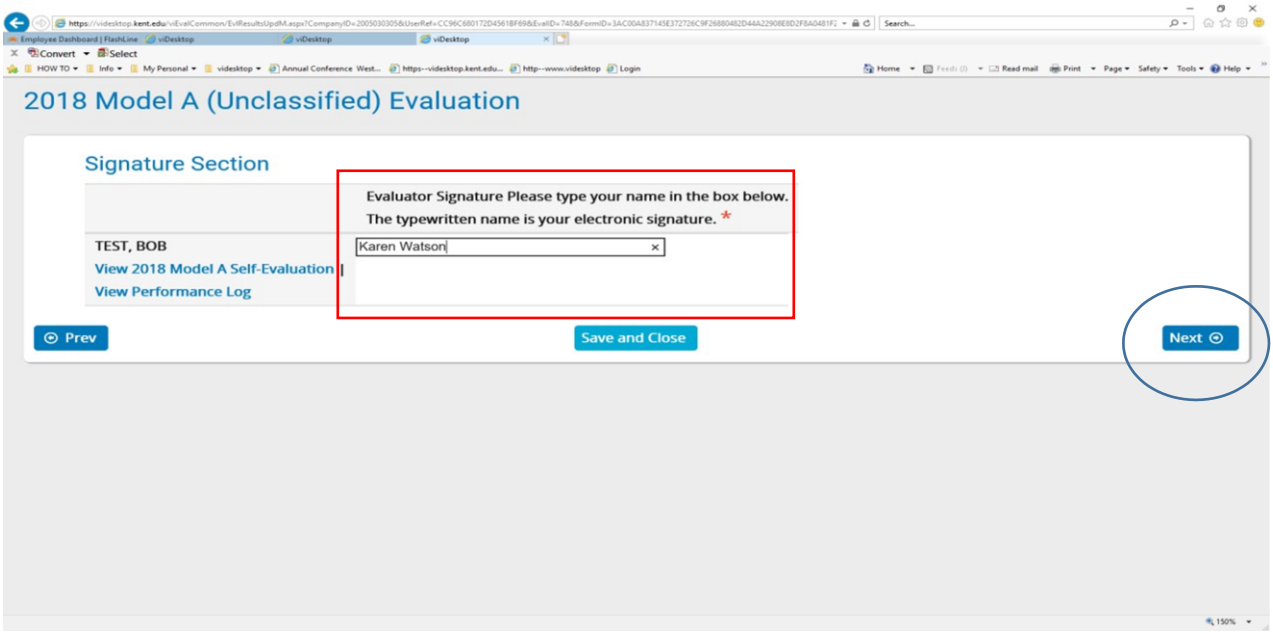


- Towards the end of the evaluation you will be asked, **"Did you review the performance evaluation with your employee?"** If you have **not** reviewed the evaluation with your employee, then select "No" and select "**Save and Close**". This will allow you to return to the evaluation and make changes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

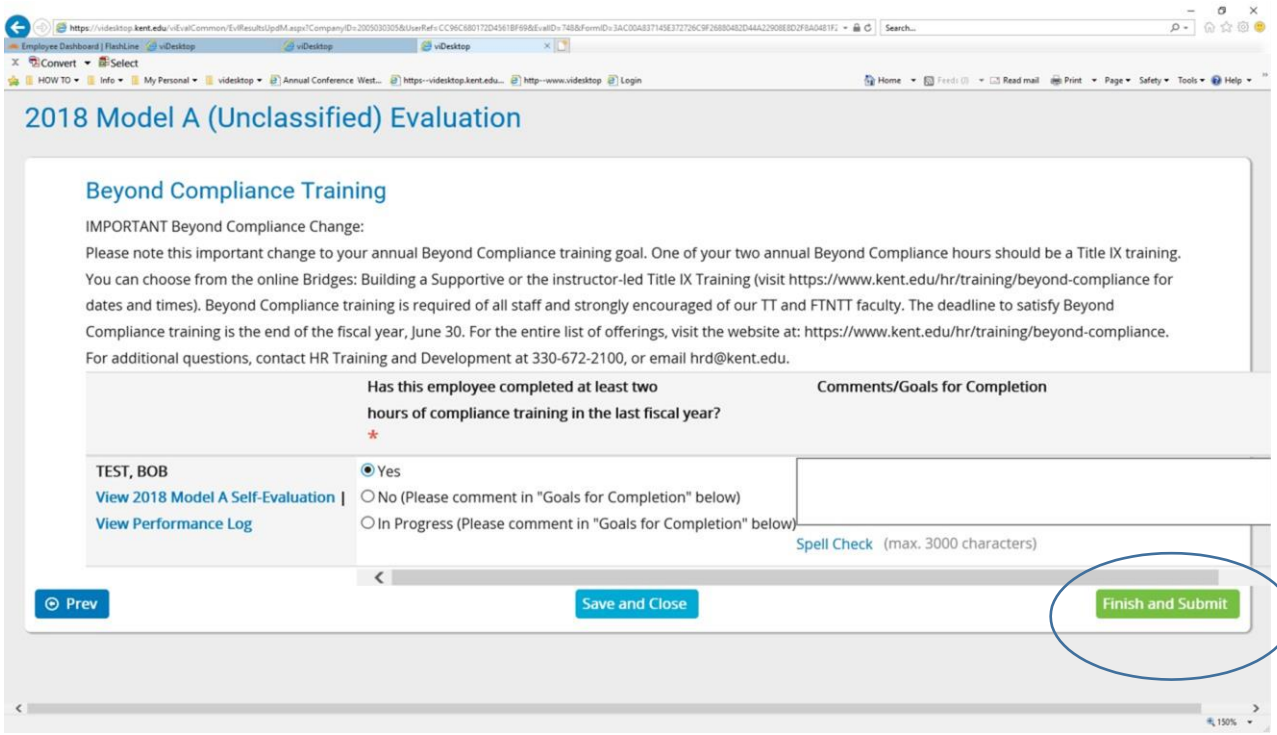
OR

- 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.



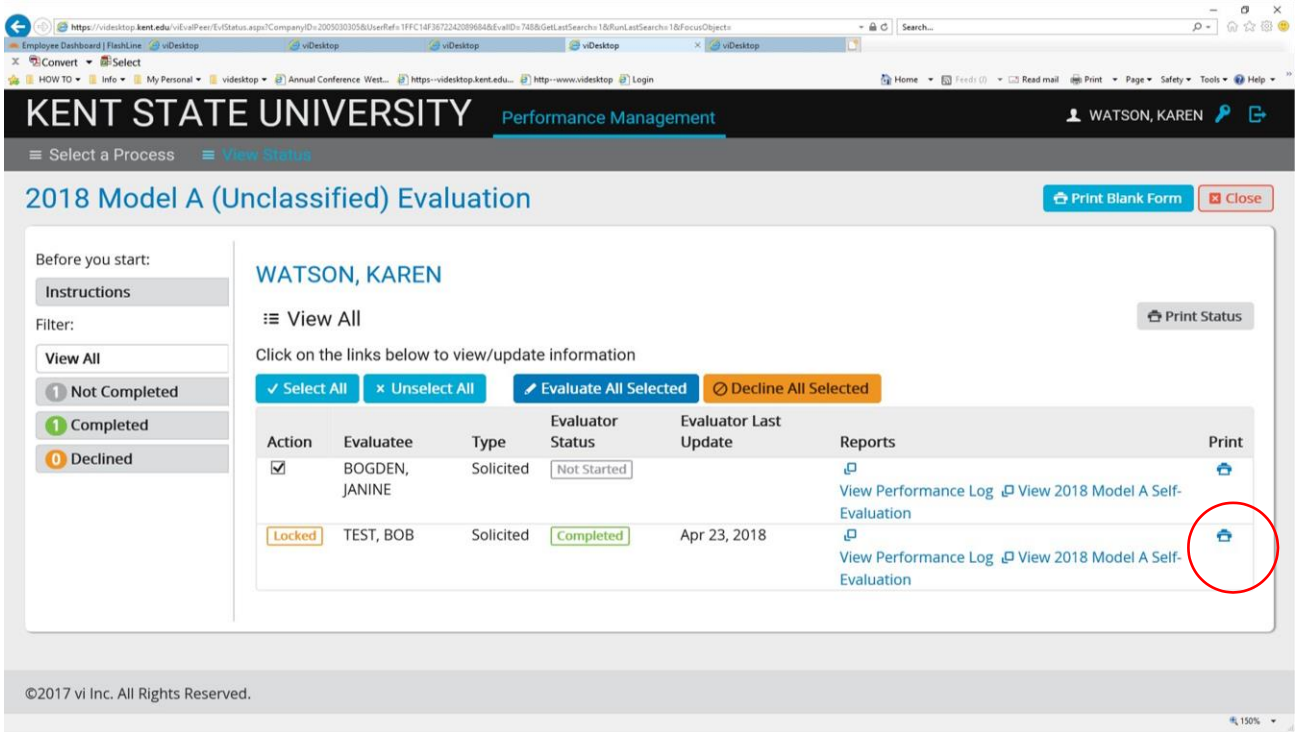


The next page will allow you to type your name as the signature - select "**Next**" tab.



As the supervisor, you will view a question regarding the **Beyond Compliance Training**, discuss this training with your employee and determine what the correct answer should be. Then select "**Finish and Submit**".

You will be redirected to the **View Status** page of the process. To the far right is a printer icon which will allow you to print a copy of the evaluation.



This is the time to instruct your employee to return to the homepage of the evaluation process and they will have access to sign off on their **2022 Model A, B, C or D Employee Signature Form**. Training aids are available at https://www.kent.edu/hr/management/performance-evaluations