

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.

The screenshot shows the Performance Management homepage. On the left is a sidebar with navigation links: View All, Complete My Self, Evaluation, Performance Evaluation, Update Performance Log, My Performance Log, and View Results. The main content area is titled 'Evaluations' and contains a section 'View or Update Information'. Below this, a message states: '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.' A table follows with the following columns: Evaluation, Total Solicited, Not Started, In Progress, and Total Completed. The table lists eight evaluations, each with a 'Select' button. The second row, '2018 Model A (Unclassified) Evaluation', has its 'Select' button circled in red. The table data is as follows:

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
2018 Model A (Unclassified) Employee Signature Form	1	1	0	0
2018 Model A (Unclassified) Evaluation	5	5	0	0
2018 Model A (Unclassified) Self-Evaluation	1	1	0	0
2018 Model B (Unclassified) Employee Signature Form	1	1	0	0
2018 Model B (Unclassified) Evaluation	5	5	0	0
2018 Model B (Unclassified) Self-Evaluation	1	1	0	0
2018 Model C (Unclassified) Employee Signature Form	1	1	0	0
2018 Model C (Unclassified) Evaluation	5	5	0	0
2018 Model C (Unclassified) Self-Evaluation	1	1	0	0

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.

KENT STATE UNIVERSITY Performance Management

2018 Model A (Unclassified) Evaluation

Before you start:

Instructions

Filter:

View All

Not Completed

Completed

Declined

SANSONETTI, DONNA

Instructions:

For each competency, mark the rating that best describes the employee's performance. Select N/A if the competency is not applicable. In the EXPLANATION sections, provide specific examples and illustrations. Explanations are required when selecting a rating of "Approaches Expectations" or "Unsatisfactory".

Outstanding (5): Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals.

Exceeds Expectations (4): Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component.

Meets Expectations (3): Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.

Approaches Expectations (2): Objectives and standards are generally met but full results are not totally achieved. Occasionally falls short of consistently meeting performance expectations and standards. Some performance aspects were not met – needs slight improvement. Could result from being newly appointed to the position – continuing to learn all aspects of the position.

Unsatisfactory (1): Objectives and standards are consistently not met. Consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not grasp situation when explained. Corrective action is required.

[Continue](#)

©2017 vi Inc. All Rights Reserved.

- 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”.

KENT STATE UNIVERSITY Performance Management

2018 Model A (Unclassified) Evaluation

Before you start:

Instructions

Filter:

View All

Not Completed

Completed

Declined

SANSONETTI, DONNA

View All

Click on the links below to view/update information

[Select All](#) [Unselect All](#) [Evaluate All Selected](#) [Decline All Selected](#)

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print
<input checked="" type="checkbox"/>	COYNE, TIMOTHY	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	Print
<input checked="" type="checkbox"/>	HANNAHS, MARY JANE	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	Print
<input checked="" type="checkbox"/>	LAUGHLIN, TIA	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	Print
<input checked="" type="checkbox"/>	MCCAIL, NICKOLE	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	Print
<input checked="" type="checkbox"/>	VESELY, VANESSA	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	Print

©2017 vi Inc. All Rights Reserved.

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 by selecting the appropriate ratings and adding comments.

2018 Model A (Unclassified) Evaluation

I. CORE COMPETENCIES

A. JOB KNOWLEDGE

Rate the staff member's knowledge, skills, and abilities relative to the performance of job duties. Comment on the staff member's desire to increase his/her job knowledge through formal or informal study, seminars, readings and other endeavors.

TEST, BOB

[View 2018 Model A Self-Evaluation](#) | [View Performance Log](#)

A. JOB KNOWLEDGE*

☐ 5 - Outstanding

☐ 4 - Exceeds Expectations

☐ 3 - Meets Expectations

☐ 2 - Approaches Expectations

☐ 1 - Unsatisfactory

Explanation/Comments

Spelling Check (max. 3000 characters)

Prev Save and Close Next

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.

2018 Model A (Unclassified) Evaluation

I. CORE COMPETENCIES

A. JOB KNOWLEDGE
Rate the staff member's knowledge, skills, and abilities relative to the performance of job duties. Comment on the staff member's desire to increase his/her job knowledge through formal or informal study, seminars, readings and other endeavors.

There is at least one required question that hasn't been completed. Answer the required question first and then go to the next section.

TEST, BOB
[View 2018 Model A Self-Evaluation](#)
[View Performance Log](#)

A. JOB KNOWLEDGE*

Error: Please enter a response for the following required question.

☐ 5 - Outstanding
☐ 4 - Exceeds Expectations
☐ 3 - Meets Expectations
☐ 2 - Approaches Expectations
☐ 1 - Unsatisfactory

Explanation/Comments

Spell Check (max, 3000 characters)

Prev Save and Close Next

- 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.

2018 Model A (Unclassified) Evaluation

Reviewing Evaluation With Employees

If your next step is to meet with the employee to discuss this evaluation, Select "Save and Close", and print a copy of the evaluation. After you discuss the evaluation with the employee and make changes as appropriate, select "Yes" to the question below and select "Next".

TEST, BOB
[View 2018 Model A Self-Evaluation](#)
[View Performance Log](#)

Did you review the performance evaluation with your employee?*

☐ Yes ☒ No

Prev Save and Close Next

- 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.

2018 Model A (Unclassified) Evaluation

Reviewing Evaluation With Employees

If your next step is to meet with the employee to discuss this evaluation, Select "Save and Close", and print a copy of the evaluation. After you discuss the evaluation with the employee and make changes as appropriate, select "Yes" to the question below and select "Next".

TEST, BOB
[View 2018 Model A Self-Evaluation](#)
[View Performance Log](#)

Did you review the performance evaluation with your employee? *

☒ Yes ☐ No

[Prev](#) [Save and Close](#) [Next](#)

2018 Model A (Unclassified) Evaluation

Signature Section

TEST, BOB
[View 2018 Model A Self-Evaluation](#)
[View Performance Log](#)

Evaluator Signature Please type your name in the box below.
 The typewritten name is your electronic signature. *

Karen Watson

[Prev](#) [Save and Close](#) [Next](#)

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

2018 Model A (Unclassified) Evaluation

Beyond Compliance Training

IMPORTANT Beyond Compliance Change:
 Please note this important change to your annual Beyond Compliance training goal. One of your two annual Beyond Compliance hours should be a Title IX training. You can choose from the online Bridges: Building a Supportive or the instructor-led Title IX Training (visit <https://www.kent.edu/hr/training/beyond-compliance> for dates and times). Beyond Compliance training is required of all staff and strongly encouraged of our TT and FTNTT faculty. The deadline to satisfy Beyond Compliance training is the end of the fiscal year, June 30. For the entire list of offerings, visit the website at: <https://www.kent.edu/hr/training/beyond-compliance>. For additional questions, contact HR Training and Development at 330-672-2100, or email hrd@kent.edu.

	Has this employee completed at least two hours of compliance training in the last fiscal year?	Comments/Goals for Completion
TEST, BOB View 2018 Model A Self-Evaluation View Performance Log	<input checked="" type="radio"/> Yes <input type="radio"/> No (Please comment in "Goals for Completion" below) <input type="radio"/> In Progress (Please comment in "Goals for Completion" below)	Spell Check (max. 3000 characters)

[Prev](#)
[Save and Close](#)
[Finish and Submit](#)

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.

Employee Dashboard | FlashLine | vDesktop

Convert | Select

HOW TO | Info | My Personal | vDesktop | Annual Conference West... | https://vdesktop.kent.edu... | http://www.vdesktop | Login

KENT STATE UNIVERSITY Performance Management

WATSON, KAREN

Select a Process | View Status

2018 Model A (Unclassified) Evaluation

Print Blank Form | Close

Before you start:

Instructions

Filter:

View All

1 Not Completed

1 Completed

0 Declined



WATSON, KAREN

View All

Print Status

Click on the links below to view/update information

Select All | Unselect All | Evaluate All Selected | Decline All Selected

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print
<input checked="" type="checkbox"/>	BOGDEN, JANINE	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	
Locked	TEST, BOB	Solicited	Completed	Apr 23, 2018	View Performance Log View 2018 Model A Self-Evaluation	

©2017 vi Inc. All Rights Reserved.

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>