

Training Aid VII How to Pull Prior Year Evaluations

1. After logging into viDesktop through FLASHline, click on "View All" on the left-hand side.

KENT STATE UNIVERSITY Performance Management BOGDEN JANINE

Performance Management Welcome, JANINE My Evaluations

View All (circled in red)

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

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 Performance Evaluation (Emergency Services Dispatcher and Supervisor) - 6 Month Probation	1	1	0	0
Select 2023 200-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9 Month Probation)	1	1	0	0
Select 2023 60-Day Classified Probationary Performance Evaluation	1	0	0	1
Select 2023 60-Day Classified Probationary Performance Evaluation (Emergency Services	1	0	0	1
Select 2024 Model A (Unclassified) Evaluation	2	1	0	1
Select 2024 Model A (Unclassified) Self-Evaluation	1	0	1	0
Select 2024 Model B (Unclassified) Employee Signature Form	1	0	1	0
Select 2024 Model B (Unclassified) Evaluation	2	2	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) Evaluation	2	2	0	0
Select 2024 Model C (Unclassified) Self-Evaluation	1	1	0	0
Select 2024 Model D (Unclassified) Evaluation	2	2	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

^ Top

Update Performance Log

View or Update Information

You are a team leader in the evaluations listed below and have been given access to update performance. To update performance, click on any employee below and you will be taken in to the update performance screen.

KARAM | I, NORMA | LEISING | , LINDA | WATSON | KAREN

^ Top

View Results

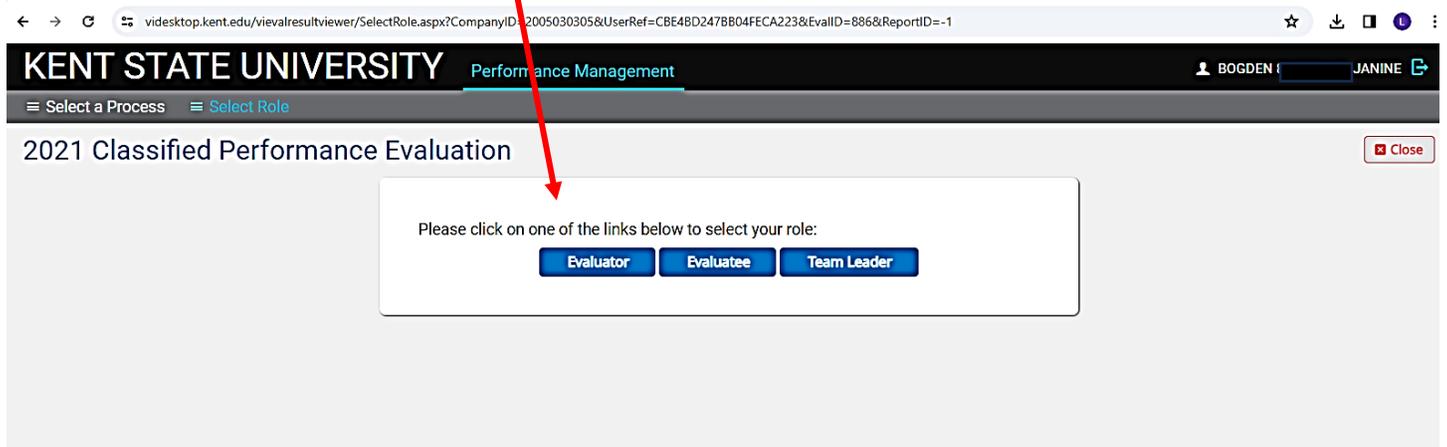
View or Update Information

You have been given access to view the results of the evaluations listed below. To view the results of any of the evaluations below, click on the evaluation and you will be taken to the results viewer screen.

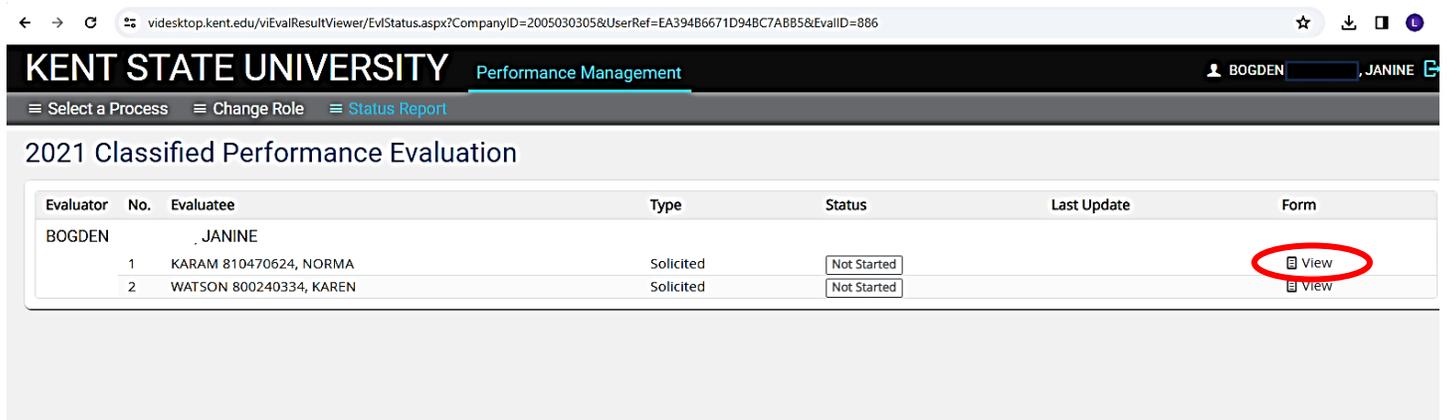
Evaluation
Select 2018 120-Day (9-month) Classified Probationary Performance Evaluation (Student Account Representative I & II and Student Account Representative Coordinator)
Select 2018 120-Day Classified Probationary Signature Form (Student Loan Specialist and Student Accounts Receivable Specialist)
Select 2018 150-Day Classified Probationary Signature Form (Police Dispatcher)
Select 2018 150-day Day Classified Probationary Performance Evaluation (Police Dispatcher)
Select 2018 200-Day Classified Probationary Performance Evaluation (Student Account Representative I & II and Student Account Representative Coordinator)
Select 2018 200-Day Classified Probationary Signature Form (Student Loan Specialist and Student Accounts Receivable Specialist)
Select 2018 60-Day Classified Probationary Signature Form (Police Dispatcher)
Select 2018 60-Day Classified Probationary Performance Evaluation

2. Scroll down to "View Results".

- Select the evaluation year and model evaluation that you would like to view. (i.e. 2021 Classified Performance Evaluation)
- Select "Evaluator" on this screen.



- On this screen you will see any employee linked to you in this process and if any are completed by you, you will be able to click "View."



- If you were not the evaluation supervisor, you will not be able to pull the prior year's evaluations. Please contact Employee Relations and we will be happy to email you the evaluations that you wish to view. **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636**