

**2015 EVALUATION PROCESS FAQ
EVALUATORS (MANAGERS)**

1. What is the evaluation period for classified evaluations?

- a. March 18 - May 29, 2015

2. What is the evaluation period for unclassified evaluations?

- a. April 1 - June 5, 2015

3. What do I need to do to get an extension?

- a. Email Karen Watson kswatson@kent.edu with employee name, supervisor name, length of extension requested and reason.

4. What if I can't log in?

- a. If you are a FIRST TIME USER, follow step-by-step instructions ***"How to ESTABLISH your evaluation password"***
b. If you are a RETURNING USER, follow step-by-step instructions ***"How to RECOVER your evaluation password"***

Both instructions are available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

If you are still not able to log in, we may not have the correct settings within the program. Send an email to Janine Bogden jbogden@kent.edu or Karen Watson kswatson@kent.edu . **The evaluation program is completely independent from flashline so your password may or may not be the same as your flashword. DO NOT CALL THE HELPDESK, they cannot reset passwords within the evaluation program.**

5. What do I do if I can't see an employee I am supposed to evaluate?

- a. <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

All of the employees that you have access to evaluate should be listed on your homepage under the "Performance Log" area. If you do not see one of your employees, send an email to Janine Bogden jbogden@kent.edu or Karen Watson kswatson@kent.edu with the name(s) of the employee(s) you should be able to evaluate.

NOTE: For unclassified evaluations, it is helpful to also include the model you will be using.

6. What should I do if my employee is on leave?

- a. Email Karen Watson kswatson@kent.edu with employee name, supervisor name, reason and expected return date of the employee.

7. Where does my employee go to do a self-evaluation?

- a. <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

Step-by-step instructions: ***"How to complete my Self Evaluation"*** available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

8. Where do I go to see my employee's self-evaluation?

- a. <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

Step-by-step instructions: ***"How to complete my Self Evaluation"*** available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

9. Where do I go to evaluate my employee?

- a. <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

Classified Managers

Step-by-step instructions: "How to complete an evaluation for one or more employees-Classified Evaluator" available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

Unclassified Managers:

Step-by-step instructions: "How to complete an evaluation for one or more employees-Unclassified Evaluator" available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

10. How can I see the evaluation that was done last year for my employee?

- a. Classified Managers: If the employee completed the employee signature page on their previous evaluation, the previous year's evaluation should be available to view in the **"View Results"** area of your homepage. If you do not see the evaluation, it may be that the employee did not sign-off. Contact Janine Bogden jbogden@kent.edu or Karen Watson kswatson@kent.edu so the evaluation can be made available for viewing.
- b. Unclassified Managers: If the employee completed the employee signature page on their previous year evaluation, the evaluation should be available to view in the **"View Results"** area of your homepage. If you do not see the evaluation contact Janine Bogden jbogden@kent.edu or Karen Watson kswatson@kent.edu and they can create a (PDF) copy of the previous year's evaluation and email it to you.

Step-by-step instructions: "How to View Results" available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

11. How does my employee sign the completed evaluation?

- a. <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

Step-by-step instructions: "How to complete my Evaluation Signature Form" available at

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

12. What if my employee does not want to sign their evaluation?

- a. An employee's signature does not mean that the employee agrees with the evaluation, it only means that the supervisor reviewed the evaluation with the employee. Please contact Karen Watson if the employee refuses to sign.

13. I recently did a probationary evaluation on a classified employee; do I need to do a yearly evaluation?

- a. It is not necessary to conduct an annual evaluation for employees who received a probationary evaluation in 2014. HR must have a copy of the completed probationary evaluation on file. If you are not sure, please contact Karen Watson kswatson@kent.edu or Janine Bogden jbogden@kent.edu.
- b. If the probationary evaluation was completed online, you will be able to view it from the **"View Results"** tab on your homepage.

14. What training aids are available?

- a. Available Webinars: “Assessing and Improving the Performance of Others” and “Navigating the Online Evaluation Process”

Register to attend or watch a previously recorded session available at:

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

- b. Karen Watson is available to do one-on-one training with supervisors

Information Pages: (these pages include process dates, available training, and resources)

Classified Evaluation Information:

<http://www.kent.edu/hr/employee/performance/performance-evaluation-classified.cfm>

Unclassified Evaluation Information:

<http://www.kent.edu/hr/employee/performance/performance-evaluation.cfm>

Performance Evaluation Resources:

<http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>

Additional Information:

Karen Watson kswatson@kent.edu 330-672-4636

Janine Bogden jbogden@kent.edu 330-672-8526