

The Evaluation Homepage-Evaluatees

Log in at <https://videsktop.kent.edu/viEvalHomepage/login.aspx>

Once you are logged in to the evaluation site, you will see six tabs on the left hand side of the Homepage:

1. **View All Tab** - by default you will begin in the “View All” Tab
2. **Complete My Self Evaluation Tab** - To view all self-evaluations you have access to complete for yourself)
3. **Performance Evaluation Tab** - Select this to view all evaluations you have access complete for employees you supervise.
4. **My Performance Log** – Your personal log to record special projects, training, etc. throughout the year.
5. **Update Performance Log Tab** - Managers may now keep a log of events, projects, discussions, etc throughout the year and refer to it for the evaluation process.
6. **View Results Tab** - Select this to view your employees' self evaluation, or previous year evaluation.

**You may not have all of the tabs shown. There are two examples below.*

Example 1

KENT STATE UNIVERSITY

Login ID: SCOLE3@KENT.EDU | [Change Password](#) | [Sign Off](#)

Dashboard **Performance Management**

Homepage

1 View All

2 Complete my Self Evaluation

3 Performance Evaluation

4 Update Performance Log

5 My Performance Log

6 View Results

EVALUATIONS

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
2013 60 Day Classified Probationary Performance Evaluation	1	1	0	0
2013 60 Day Probationary Evaluation Signature Form	1	0	0	1
2013 90 Day Classified Probationary Performance Evaluation	1	1	0	0
2013 90 Day Probationary Evaluation Signature Form	1	0	0	1
2013 Classified Performance Evaluation	3	0	0	3
2013 Classified Self-Evaluation	1	0	1	0
2013 Model A (Unclassified) Employee Self-Evaluation	1	1	0	0
2013 Model A (Unclassified) Employee Signature Form	1	1	0	0
2014 60 Day Classified Probationary Performance Evaluation	2	2	0	0
2014 60-Day Classified Probationary Evaluation Signature Form	1	0	0	1

Example 2

Dashboard **Performance Management**

Homepage

View All

Complete my Self Evaluation

Update Performance Log

My Performance Log

View Results

EVALUATIONS

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
2013 Classified Self-Evaluation	1	0	0	1

UPDATE PERFORMANCE LOG

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.

COLE, SANDRA	TEST, BOB	TEST, JOE
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VIEW RESULTS