How To Complete Your Evaluation Signature Form – Evaluatee (Employee)

- A. You should meet with your supervisor to review your evaluation.
- B. If your supervisor needs to make any changes to the evaluation ask them to let you know when they have been completed.
- C. When all changes have been made and your supervisor tells you it is time to complete your Signature Form please follow the directions below.

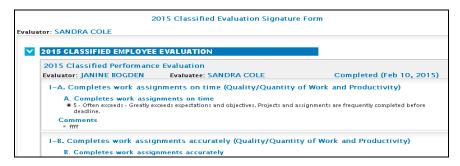
Do not access the Signature Form until your supervisor instructs you to do so:

- 1. Go to the evaluation homepage at https://videsktop.kent.edu/viEvalHomepage/login.aspx
- 2. From the Evaluation Homepage, select the "View All" tab on the left side of the page.
- 3. Under the first section, "EVALUATIONS", select "<current year> Classified Evaluation Signature Form".
- 4. Select "Sign your Evaluation".

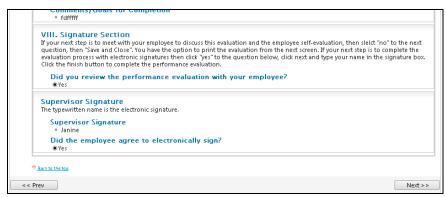


5. Review your Classified Performance Evaluation, selecting "Next" to continue to the signature page. If you do not see any responses, and your supervisor has notified you that the evaluation is complete, please contact Janine Bogden at ibogden@kent.edu or Karen Watson at kswatson@kent.edu for assistance.

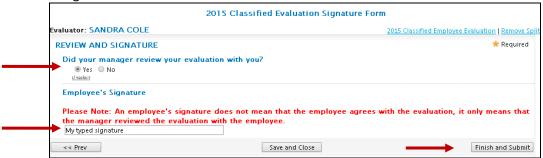
EXAMPLE: Top of Screen



EXAMPLE: Bottom Of Screen



- 6. In the section "Review and Signature", please select "Yes" to the question, "Did your supervisor review your evaluation with you?"
- 7. In the text box, below **'Employee Signature'**, please type your name, which denotes your electronic signature. Select **"Finish and Submit"**.



8. You will be re-directed to the following page showing that you have completed this step. If you wish to print or save your finalized evaluation as a PDF document, you can select "**Print**" on the right had side of the page.

