

How to Complete Your Evaluation Signature Form Unclassified 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 "2015 Model <> (Unclassified) Employee Signature Form".
4. Select "Update".

Dashboard | Performance Management

Select a process | View Status

2015 Model A Employee Signature Form

View Status
Click on the links below to view/update information

Print | Close

Print Blank Form

COLE, SANDRA
[View Other Processes](#)

| Status | Last Updated |
|-------------|--------------|
| Not Started | |

Update

Print

5. Review your completed 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 jbogden@kent.edu or Karen Watson at kswatson@kent.edu for assistance.*

EXAMPLE:
Top of
Screen

2015 Model A Employee Signature Form

Evaluator: SANDRA COLE

2015 MODEL A PERFORMANCE EVALUATION

2015 Model A (Unclassified) Evaluation

Evaluatee: SANDRA COLE

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.

A. JOB KNOWLEDGE
* 4 - Exceeds Expectations

Explanation/Comments
* Comment on the staff member's desire to increase his/her job knowledge through formal or informal study, seminars, readings and other endeavors.

EXAMPLE:
Bottom
Of Screen

Signature Section

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

▪ This is my typed signature

Beyond Compliance Training

Effective July 1, 2014, all faculty and staff were asked to complete a minimum of 2 hours of Beyond Compliance training each year. This training focuses on the latest relevant laws and policies as it relates to unlawful discrimination, harassment and violence prevention. The deadline this year for completing that training is July 30, 2015. For more information on the Beyond Compliance initiative, a list of available sessions and dates go to <http://www2.kent.edu/hr/training/bc.cfm>

Has this employee completed at least two hours of compliance training in the last fiscal year?

▪ Yes

[Back to the top](#)

< Prev Next >>

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”**.

REVIEW AND SIGNATURE ★ Required

Did your manager review your evaluation with you?

☐ Yes
☐ No
[Unselect](#)

Employee's Signature

Please Note: An employee's signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

<< Prev Save and Close 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.

[Print](#) | [Close](#)

2015 Model A Employee Signature Form

View Status [Print Blank Form](#)

Click on the links below to view/update information

COLE, SANDRA
[View Other Processes](#)

| | Status | Last Updated |
|------------------------|-----------|--------------|
| Update | Completed | Feb 23, 2015 |

[Print](#)