

How to Complete Your Self Evaluation – Classified Evaluatee

1. Go to your evaluation homepage at <https://videsktop.kent.edu/viEvalHomepage/login.aspx>
2. From the homepage, select the **"Complete My Self-Evaluation"** tab on the left hand side of the screen.
3. Select **"<current year> Classified Self-Evaluation"**.

Dashboard **Performance Management**

Homepage

[View All](#)

Complete My Self Evaluation

[Performance 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
2014 60-Day Classified Probationary Evaluation Signature Form	1	0	0	1
2014 90-Day Classified Probationary Evaluation Signature Form	1	0	0	1
2015 60-Day Classified Probationary Signature Form	1	0	0	1
2015 90-Day Classified Probationary Signature Form	1	0	0	1
2015 Classified Employee Self Evaluation	1	0	0	1
2015 Classified Evaluation Signature Form	1	1	0	0

4. After viewing the instruction page, select **"Continue"**
5. The following screen should appear. Select **"Update"**.

Dashboard **Performance Management**

Select a process | View Status

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

2015 Classified Employee Self Evaluation

Before you start:

[Instructions](#)

Status:

View Status

View Status

Click on the links below to view/update information

[Print Blank Form](#)

WATSON, KAREN

Status	Last Updated
Update	Not Started

[Print](#)

6. You can now begin your self-evaluation.

2015 Classified Employee Self Evaluation

2% Completed

Evaluator: **KAREN WATSON**

I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity) ★ Required

A. Completes work assignments on time ★

5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.

4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time.

3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.

2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.

1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.

Comments

[Spell Check](#) (max. 3500 characters)

[<< Prev](#) [Save and Close](#) [Next >>](#)

7. Complete the questions on each page, selecting **"Next"** to continue.
8. If you need to save your self evaluation and come back to it later, you may select **"Save and Close"** from any screen. *Once you select "Finish" you cannot go back and make any changes.*

[<< Prev](#) [Save and Close](#) [Next >>](#)

9. Proceed through all of the evaluation questions in the same manner.

10. If you want to print a copy of your self evaluation before you submit it, select **"Save and Close"**. Your self evaluation will close and you will see this screen. Select **"Print"**.

The screenshot shows a web application interface for a self-evaluation. At the top, there are tabs for 'Dashboard' and 'Performance Management'. Below the tabs, there are links for 'Select a process' and 'View Status'. The main heading is '2015 Classified Employee Self Evaluation'. On the left, there is a sidebar with 'Before you start:' and links for 'Instructions' and 'View Status'. The main content area has a 'View Status' section with the text 'Click on the links below to view/update information'. Below this, there is a table with the name 'WATSON, KAREN' and two columns: 'Status' and 'Last Updated'. The 'Status' column shows 'Not Started' and the 'Last Updated' column is empty. At the bottom of the table, there are links for 'Update' and 'Print'. A red arrow points to the 'Print' link.

Status	Last Updated
Not Started	

11. To return to your **"In Progress"** evaluation and make changes, select **"Update"**. After you have completed all self evaluation questions and are ready to submit the results to your supervisor, you must select **"Finish"**. This will allow your supervisor to view your responses.
12. After selecting **"Finish"**, an email will be generated notifying your supervisor that your self-evaluation is available for viewing.