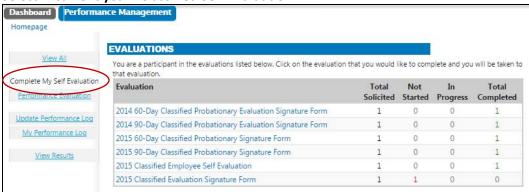
## How to Complete Your Self Evaluation – Classified Evaluatee

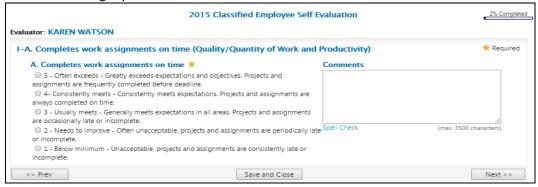
- 1. Go to your evaluation homepage at <a href="https://videsktop.kent.edu/viEvalHomepage/login.aspx">https://videsktop.kent.edu/viEvalHomepage/login.aspx</a>
- 2. From the homepage, select the "Complete My Self-Evaluation" tab on the left hand side of the screen.
- 3. Select "<current year> Classified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



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



6. You can now begin your self-evaluation.



- 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*.



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".



- 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.