How to Complete Your Self Evaluation – Unclassified Evaluatee (Employee)

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 page.
3. Select **"<current year> Model <> Unclassified Self Evaluation"** using the model that your supervisor requested.

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