

## 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.

**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
2015 Model A Employee Signature Form	1	0	0	1
2015 Model A Self-Evaluation	1	0	0	1
2015 Model B Employee Signature Form	1	1	0	0
2015 Model B Self-Evaluation	1	1	0	0

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

**2015 Model A Self-Evaluation**

**View Status** [Print Blank Form](#)

Click on the links below to view/update information

**COLE, SANDRA**  
[View Performance Log](#)

	Status	Last Updated
<a href="#">Update</a>	Not Started	<a href="#">Print</a>

6. You can now begin your self-evaluation.

**I. CORE COMPETENCIES** \* Required

**B. ACHIEVEMENTS AND ACCOMPLISHMENTS**  
 Rate the level of achievement by the staff member. Evaluate the employee's ability to yield results in spite of workload demands. Appraise the staff member's contribution to the department and/or division in terms of specific projects, goals, or objectives attained during the rating period.

**B. ACHIEVEMENTS / ACCOMPLISHMENTS \***

☐ 5 - Outstanding
 ☐ 4 - Exceeds Expectations
 ☐ 3 - Meets Expectations
 ☐ 2 - Approaches Expectations
 ☐ 1 - Unsatisfactory

**Explanation/Comments**

[Spell Check](#) (max. 300 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.*

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"**.


**2015 Model A Self-Evaluation**

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**COLE, SANDRA**  
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	Status	Last Updated	
<a href="#">Update</a>	Completed	Mar 17, 2015	 <a href="#">Print</a>

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.