

How to "View Results"

How to View Your Employee's Previous Year Evaluation, Your Employee's Current Self-Evaluation, or Your Employees Final Signed Copy of the Evaluation – Evaluators (Supervisors)

1. From the Homepage, select the "View Results" tab to see a list of reports available to you.

The screenshot shows the 'Performance Management' section of a web application. On the left sidebar, under the 'View All' link, there is a list of links: 'Complete My Self Evaluation', 'Performance Evaluation', 'Update Performance Log', 'My Performance Log', and 'View Results'. The 'View Results' link is circled in red. The main content area is titled 'VIEW RESULTS' and contains a list of evaluations: '2014 60-Day Classified Probationary Evaluation Signature Form', '2014 90 Day Classified Probationary Performance Evaluation', '2014 90-Day Classified Probationary Evaluation Signature Form', '2014 Academic Administrators Evaluation Signature Form', '2014 Classified Evaluation Signature Form', and '2014 Model A (Unclassified) Employee Signature Form'.

2. Select the evaluation (result) you would like to view.
3. If you are prompted to select your role, here are the options:
 - **Evaluator** – This is where you will see YOUR OWN finalized signature page if this is the evaluation model in which you were evaluated.
 - **Team Leader** – This is where you will see the finalized signature pages of your TEAM MEMBERS.

The screenshot shows a screen titled '2014 Model B (Unclassified) Employee Signature Form'. It prompts the user to 'Please click on one of the links below to select your role:'. There are two links: 'Evaluator' and 'Team Leader'. Both links are circled in red.

4. You may select a status (Completed, In-Progress, Not Started) or select the [Display] button to display all evaluations.

The screenshot shows the search and filter options for the '2014 Model B (Unclassified) Employee Signature Form'. It includes a 'Status' dropdown menu (set to '<All>'), an 'Evaluator Group' dropdown menu (set to '<All>'), and a 'Display Lines' checkbox. There are also search fields for 'Evaluator Name' (contains), 'Last updated' (between), and a date range selector. A red arrow points to the 'Display' button.

5. Select “view” to the right of the name of the evaluatee (result) you would like to view.
(in this illustration, you can see that there is one employee that has completed their signature page and one who has not)

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Login ID: SCOLE3@KENT.EDU | [Change Password](#) | [Sign Off](#)

Dashboard **Performance Management**

[Select a process](#) | [Change Role](#) | [Status Report](#)

[Print All Summary](#) | [Print](#)

2012 Model D (Unclassified) Employee Signature Form

Evaluator Status

Status: Evaluator Group: Evaluator Name: Last updated: and

☒ Display Lines [Display](#) [Clear](#)

Evaluator	Status	Last Updated	
1. TEST, BOB	Completed	Apr 07, 2012	View
2. TEST, JOE	Not Started		View

6. The next screen will show the evaluation results.
7. To print, use your browsers print function or right click with your mouse and select “print”.

If you do not see the report you are looking for, please contact Employee Relations for assistance.