



SUPERVISOR MANUAL FOR CLASSIFIED EVALUATION PROCESS

The period of **April 1, 2024**, through **June 14, 2024**, has been designated as the time to conduct the 2024 online performance evaluations for classified employees. This annual review process is intended to be a collaborative effort between employees and supervisors. It should focus on achievements during the past year while also looking forward to goals and growth opportunities in the future.

Some of the key objectives of the performance evaluation process include:

- Recognize the employee's contributions during the preceding year;
- Enhance future performance by providing positive, constructive and developmental feedback;
- Identify and integrate organizational and individual objectives and expectations;
- Encourage individual employee growth and development; and
- Provide data that documents performance.

Training Opportunities:

Webinars are available to attend or view from the previous year "Assessing and Improving the Performance of Others" and "Navigating the Online Evaluation Process".

<https://www.kent.edu/hr/management/performance-evaluations>

Resources with Detailed Directions:

Training Aids (Logging in, Evaluation Homepage, and Performance Log) are available at the link below which includes detailed directions with screenshots regarding the evaluation process:

<https://www.kent.edu/hr/management/performance-evaluations>

GETTING STARTED WITH THE EVALUATION:

1. Begin by asking your employee(s) to complete their self-evaluation by a specific date.
2. **As you complete the evaluation keep track of your numerical ratings and create an accurate average for the end of the evaluation when asked to enter an "Overall Rating".**

Logging into the online performance evaluation:

To access the online performance evaluation homepage, login to <https://www.kent.edu/> and select "FlashLine Login" at the top of the page.

- Use your **FLASHline ID** and **FLASHline password** to access the evaluation homepage.
- At the left of the FLASHline page, select "Employee".
- Then select "Dashboard".

- In the middle of the Employee Dashboard page is a box titled “**Top Employee Resources**”, select:
 - the second option “**Login: Performance Evaluations**”
- Next you should be directed to the Homepage which lists the evaluations you have access to.

Completing the Evaluation Process:

1. To complete the performance evaluation of your employee(s), follow the instructions on page one of this document by logging into FLASHline.
2. Now that you have accessed the Evaluation [Homepage](#), the following directions will help you complete an evaluation or evaluations for your classified employees.

The screenshot shows the Kent State University Performance Management interface. The header includes the university name and the user's name, JANINE. The main content area is titled 'Evaluations' and contains a table of available evaluations. The table has five columns: Evaluation, Total Solicited, Not Started, In Progress, and Total Completed. The '2024 Classified Performance Evaluation' is highlighted with a red circle.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
2023 120-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9-month probationary period)	1	1	0	0
2023 150-day Classified Probationary Performance Evaluation (Emergency Services Dispatcher and Supervisor) - 6 Month Probation	1	1	0	0
2023 200-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9 Month Probation)	1	1	0	0
2023 60-Day Classified Probationary Performance Evaluation	1	0	0	1
2023 60-Day Classified Probationary Performance Evaluation (Emergency Services)	1	0	0	1
2024 Classified Employee Self-Evaluation	1	1	0	0
2024 Classified Evaluation Signature Form	1	1	0	0
2024 Classified Performance Evaluation	1	0	0	1
2024 Classified Probationary EXTENSION Signature Form	1	1	0	0

- Select the Evaluation Form you need to complete.
The Probationary Evaluation Forms only allow for 1 employee to be evaluated at a time. The Classified Performance Evaluation Form allows **more than 1** employee to be evaluated.
- Once you have selected the 2024 Classified Performance Evaluation you should see a short introduction page – then select “Continue”.
- On the next page [View Status](#), you will see Tabs listed below and your employee’s name with a check box next to it:

✓ Select All		✕ Unselect All		✎ Evaluate All Selected	
Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports
<input checked="" type="checkbox"/>	BOGDEN JANINE	Solicited	In Progress	Feb 14, 2024	View Performance Log View 2024 Classified Self-Evaluation

- [Select All](#) allows you to select all your employees without manually checking the box next to each of their names
- [Unselect All](#) allows you to de-select your employees
- [Evaluate All Selected](#) allows you to evaluate all the employees you have selected and sends you to the beginning of the evaluation questions

* If at any time you are missing an employee to evaluate, please contact us at Employee Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636.

- Begin to complete the evaluation form by selecting the appropriate ratings and adding comments. There are three tabs under the questions:

[<< Prev](#) - This tab allows you to go back to the previous page.

[Save](#) - This tab allows you to save and continue working.

[Save Draft and Close](#) - This tab allows you to save what you are working on and will return the View the status page where you selected the employee(s) to evaluate.

[Next >>](#) - This tab allows you to go to the next question.

- Under each employee's name in the evaluation is a link to their self-evaluation for your review and to the Performance Log.
- As you decide what the numerical rating should be for each question track these ratings and average the ratings to determine what the actual **Overall Rating** should be. This is very important to determine the correct **Overall Rating**.
- Towards the end of the evaluation you will be asked **"Did you review the performance evaluation with your employee?"** If you have not reviewed the evaluation with your employee, then select "No" and select "Save and Close". This will allow you to return to the evaluation and make changes if necessary.

OR

- Towards the end of the evaluation you will be asked **"Did you review the performance evaluation with your employee?"** If you have reviewed the evaluation with your employee and made all additional changes then select "Yes" and select the "Next" tab. The next page will allow you to type your name as the signature. Then your last step is to select "Finish and Submit". This will complete the evaluation process.

If at any time you have questions during this process, please contact Employee Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636.