



SUPERVISOR MANUAL FOR UNCLASSIFIED EVALUATION PROCESS

The period of **April 1, 2024, through June 14, 2024**, has been designated as the timeframe for conducting the 2024 performance evaluations for unclassified employees. The performance evaluation process is a collaborative effort between employees and managers. Continual dialogue between an employee and their supervisor is a critical element in successful performance management and the annual performance evaluation is one such opportunity for this dialogue to be impactful.

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

- Align employee performance with unit, department, division and university goals;
- Foster two-way communication regarding job performance and the assessment of goals and opportunities for the unit and the individual;
- Establish a mutually understood set of performance standards and expected outcomes;
- Recognize meaningful contributions of employees;
- Discuss opportunities for growth and development; and
- Provide necessary feedback when performance does not meet expectations while creating a positive, collaborative approach to foster future success.

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>

How to begin the process:

1. Begin by asking your employee(s) to complete their self-evaluation by a specific date.
2. There are examples of the four main Unclassified Employee Evaluation Worksheets available in the HR Forms Library, which will allow you the opportunity to develop a draft before adding information to the online evaluation: <https://www.kent.edu/hr/performance-appraisal>. In addition, supervisors may view the evaluation forms to determine which they will utilize this year. This directive would come from your supervisor.

Logging into the online performance evaluation:

To access the online performance evaluation homepage log in 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 "**Log in: 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. The Box on the left side of the page under **Performance Management** will allow you to choose which process you wish to complete-

BY SELECTING:

YOU WILL BE ABLE TO:

View All	View all the evaluation processes available to you. (Evaluations, Self-Evaluations and Signature Forms)
Complete my self-evaluation	Only view the Self-Evaluations available to you.
Performance Evaluation	Only view the Evaluations available to you.
Update Performance Log	Allows you as the supervisor to update the performance log of your employees that you have created
My Performance Log	Allows you to update your performance log
View Results	View previous evaluations

3. Now that you have accessed the Evaluation **Homepage**, the following directions will guide you through the completion of an evaluation or evaluations for your unclassified employees.

KENT STATE UNIVERSITY Performance Management LEISING LINDA

Homepage

Performance Management Welcome, LINDA My Evaluations

View All

Complete My Self Evaluation

Performance Evaluation

Update Performance Log

My Performance Log

View Results

Evaluations

View or Update Information

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
2024 Academic Administrators Evaluation	1	1	0	0
2024 Assistant Coach Evaluation	1	1	0	0
2024 ATHLETICS Model D (Unclassified) Evaluation	1	1	0	0
2024 Classified Performance Evaluation	1	0	1	0
2024 Head Coach Evaluation	1	1	0	0
2024 Model A (Unclassified) Evaluation	1	1	0	0
2024 Model B (Unclassified) Evaluation	1	1	0	0
2024 Model C (Unclassified) Evaluation	1	1	0	0
2024 Model D (Unclassified) Evaluation	1	1	0	0

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- **Select** the Evaluation Form you need to complete:
Unclassified Models A, B, C and D allow **more than one** employee to be evaluated.

KENT STATE UNIVERSITY Performance Management LEISING LINDA

Homepage

Performance Management Welcome, LINDA My Evaluations

View All

Complete My Self Evaluation

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2024 Model A (Unclassified) Evaluation	1	1	0	0
2024 Model B (Unclassified) Evaluation	1	1	0	0
2024 Model C (Unclassified) Evaluation	1	1	0	0
2024 Model D (Unclassified) Evaluation	1	1	0	0

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- KENT STATE UNIVERSITY

Performance Management

LEISINGLINDA

Select a ProcessView Status

2024 Model A (Unclassified) Evaluation

Print Blank FormClose

Before you start:

Instructions

Filter:

View All

Not Completed

Completed

LEISINGLINDA

Instructions:

For each competency, mark the rating that best describes the employee's performance. Select N/A if the competency is not applicable. In the EXPLANATION sections, provide specific examples and illustrations. Explanations are required when selecting a rating of "Approaches Expectations" or "Unsatisfactory".

Outstanding (5):	Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals.
Exceeds Expectations (4):	Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component.
Meets Expectations (3):	Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.
Approaches Expectations (2):	Objectives and standards are generally met but full results are not totally achieved. Occasionally falls short of consistently meeting performance expectations and standards. Some performance aspects were not met – needs slight improvement. Could result from being newly appointed to the position – continuing to learn all aspects of the position.
Unsatisfactory (1):	Objectives and standards are consistently not met. Consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not grasp situation when explained. Corrective action is required.

Continue

- [Select All](#) [Unselect All](#) [Evaluate All Selected](#)

Select All - allows you to select all of your employees without manually checking the boxes next to each of their names

Evaluate All Selected - allows you to evaluate all of the employees **you have selected**

Page 3 of 7

- Begin to complete the evaluation form by selecting the appropriate ratings and adding comments.
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'.

2024 Model A (Unclassified) Evaluation

I. CORE COMPETENCIES

A. JOB KNOWLEDGE
 Rate the staff member's knowledge, skills, and abilities relative to the performance of job duties. Comment on the staff member's desire to increase their job knowledge through formal or informal study, seminars, readings and other endeavors.

		A. JOB KNOWLEDGE*	Explanation/Comments
BOGDEN I	JANINE	<input checked="" type="radio"/> 5 - Outstanding <input type="radio"/> 4 - Exceeds Expectations <input type="radio"/> 3 - Meets Expectations <input type="radio"/> 2 - Approaches Expectations <input type="radio"/> 1 - Unsatisfactory	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">(max. 3000 characters)</div>
View 2024 Model A Self-Evaluation View Performance Log			

[Prev](#)
[Save](#)
[Save as Draft and Close](#)
[Next](#)

There are 4 tabs under each question:

Prev - This tab allows you to go back to the previous page.

Save - This tab allows you to save and continue working.

Save as Draft and Close - This tab allows you to save what you are working on and will return you to the *View Status page* where you selected the employee to evaluate

Next - This tab allows you to go to the next question.

2024 Model A (Unclassified) Evaluation

I. CORE COMPETENCIES

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		A. JOB KNOWLEDGE*	Explanation/Comments
BOGDEN I	JANINE	<input checked="" type="radio"/> 5 - Outstanding <input type="radio"/> 4 - Exceeds Expectations <input type="radio"/> 3 - Meets Expectations <input type="radio"/> 2 - Approaches Expectations <input type="radio"/> 1 - Unsatisfactory	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">(max. 3000 characters)</div>
View 2024 Model A Self-Evaluation View Performance Log			

[Prev](#)
[Save](#)
[Save as Draft and Close](#)
[Next](#)

- If during the evaluation rating process, you encounter an **error** as noted in the below screenshot below, you have not selected a rating for that question. Also, please note there are a few questions that have a slide bar to access both questions on the page.

2024 Model A (Unclassified) Evaluation

I. CORE COMPETENCIES

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.

There is at least one required question that hasn't been completed. Answer the required question first and then go to the next section.

	B. ACHIEVEMENTS / ACCOMPLISHMENTS*	Explanation/Comments
BOGDEN 8 JANINE View 2024 Model A Self-Evaluation View Performance Log	Error: Please enter a response for the following required question. <input type="radio"/> 5 - Outstanding <input type="radio"/> 4 - Exceeds Expectations <input type="radio"/> 3 - Meets Expectations <input type="radio"/> 2 - Approaches Expectations <input type="radio"/> 1 - Unsatisfactory	<div></div> (max. 3000 characters)

Prev

Save Save as Draft and Close

Next

- Under each employee's name in the evaluation is a link to their **self-evaluation** for your review and to the **Performance Log** you may have completed (Note the orange circle below).
- 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 Draft and Close"**. This will allow you to return to the evaluation and make changes if necessary, after you meet with the employee.

2024 Model A (Unclassified) Evaluation

Reviewing Evaluation With Employees

If your next step is to meet with the employee to discuss this evaluation, Select "Save and Close", and print a copy of the evaluation. After you discuss the evaluation with the employee and make changes as appropriate, select "Yes" to the question below and select "Next".

Did you review the performance evaluation with your employee?*	
BOGDEN 8 JANINE View 2024 Model A Self-Evaluation View Performance Log	<input checked="" type="radio"/> Yes <input type="radio"/> No

Prev

Save Save as Draft and Close

Next

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.

2024 Model A (Unclassified) Evaluation

Reviewing Evaluation With Employees

If your next step is to meet with the employee to discuss this evaluation, Select "Save and Close", and print a copy of the evaluation. After you discuss the evaluation with the employee and make changes as appropriate, select "Yes" to the question below and select "Next".

Did you review the performance evaluation with your employee?*	
BOGDEN 8 JANINE View 2024 Model A Self-Evaluation View Performance Log	<input checked="" type="radio"/> Yes <input type="radio"/> No

Prev

Save Save as Draft and Close

Next

The next page will allow you to type your name as the signature and select the “Next” tab.

2024 Model A (Unclassified) Evaluation

Signature Section

BOGDEN : JANINE

[View 2024 Model A Self-Evaluation](#)

[View Performance Log](#)

Evaluator Signature Please type your name in the box below.

The typewritten name is your electronic signature. *

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Save Save as Draft and Close

Next

BEYOND COMPLIANCE

As the supervisor, you will view a question regarding the [Beyond Compliance Training](#), discuss this training with your employee and determine what the correct answer should be. Then select “Next”.

2024 Model A (Unclassified) Evaluation

Beyond Compliance Training

IMPORTANT Beyond Compliance Message: Annually, two hours of Beyond Compliance training are required of all staff and strongly encouraged for our TT and FTNTT faculty. The deadline to satisfy Beyond Compliance training is the end of the fiscal year, June 30. It is IMPORTANT to note that one of your two annual Beyond Compliance (BC) hours may be a gender-based discrimination or harassment course. The Title IX Training option may be a facilitator-led session. (Visit Beyond Compliance for dates and times) or online. To access the online, self-paced Beyond Compliance sessions, please visit Safe Colleges.

	Has this employee completed at least two hours of compliance training in the last fiscal year?	Comments/Goals for Completion
<div>BOGDEN : 3, JANINE</div> <div>View 2024 Model A Self-Evaluation</div> <div>View Performance Log</div>	<div><input checked="" type="radio"/> Yes</div> <div><input type="radio"/> No (Please comment in "Goals for Completion" below)</div> <div><input type="radio"/> In Progress (Please comment in "Goals for Completion" below)</div>	<div></div> <div>(max. 3000 characters)</div>

Prev

Save Save as Draft and Close

Next

Additional opportunities for development of staff:

As the supervisor, you will be able to view questions regarding the [Additional opportunities for the development of staff](#), regarding diversity, equity and inclusion. Then select “Finish and Submit.”

2024 Model A (Unclassified) Evaluation

Additional opportunities for development of staff:

The university is strongly encouraging our staff to complete trainings regarding **diversity, equity and inclusion**. (Visit Diversity Education and Training Lab Offerings) In addition, supervisors should provide opportunities for staff to enhance their job-related knowledge and skill set. It is suggested that these goals be a focus in each performance evaluation period going forward. Trainings may involve facilitator-led sessions, webinars, pre-recorded presentations, and other options. (Visit HR Training & Development Calendar).

	1. What specific opportunities have been provided (i.e. trainings your department has organized, requested or supported, etc.) to expand diversity, equity and inclusion capacity/expertise for this staff member?	2. What specific opportunities have been provided (i.e. trainings your department has organized, requested or supported, etc.) to this staff member to enhance their job related knowledge and skill set?	3. What opportunities for promotions might
<div>BOGDEN : JANINE</div> <div>View 2024 Model A Self-Evaluation</div> <div>View Performance Log</div>	<div></div> <div>(max. 3500 characters)</div>	<div></div> <div>(max. 3500 characters)</div>	<div></div> <div>(max. 3500 characters)</div>

Prev

Save Save as Draft and Close

Finish and Submit

You will select “Exit” and will be redirected to the [Main page and Select View All](#) and select the Model evaluation that you completed. To the far right is a printer icon which will allow you to print a copy of the evaluation.

2024 Model A (Unclassified) Evaluation

Print Blank FormClose

Before you start:

Instructions

Filter:

View All

Not Completed

Completed

LEISINGLINDA

View All

Print Status

Click on the links below to view/update information

Select AllUnselect AllEvaluate All Selected

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print	Average Overall Rating	Average Score
Locked	BOGDEN 810521048, JANINE	Solicited	Completed	Feb 14, 2024	View Performance LogView 2024 Model A Self-Evaluation		5 - Outstanding	5.00

This is the time to review the evaluation with the employee and then instruct your employee to return to the homepage of the evaluation process and they will have access to sign off on their **2024 Model A, B, C or D Employee Signature Form**. Training aids are available at <https://www.kent.edu/hr/management/performance-evaluations>

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.