

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:

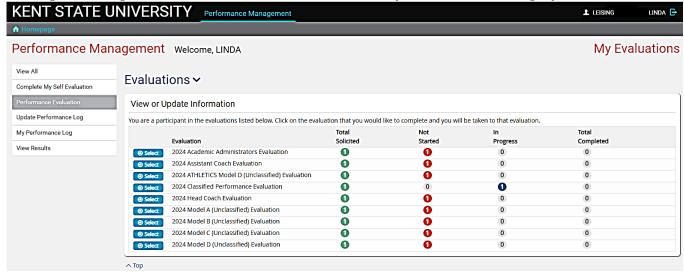
- 1. To complete the performance evaluation of your employee(s), follow the instructions on page one of this document by logging into FLASHline.
- 2. The Box on the left side of the page under Performance Management will allow you to choose which process you wish to complete-

BY SELECTING:

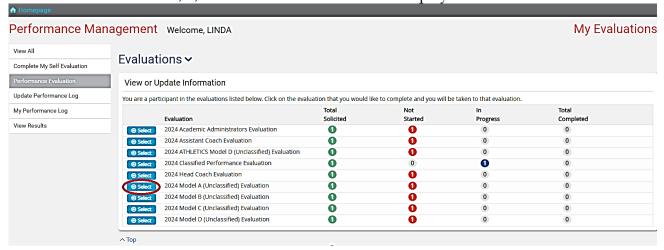
YOU WILL BE ABLE TO:

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		

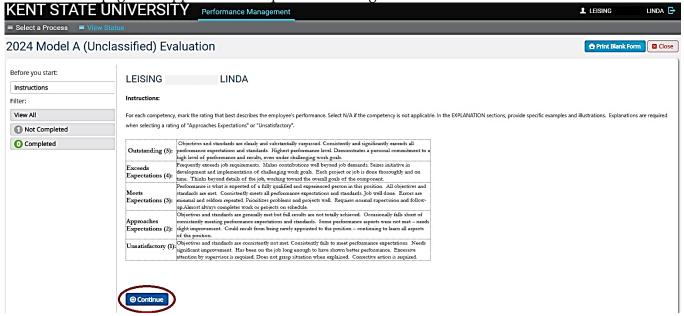
3. Now that you have accessed the Evaluation Homepage, the following directions will guide you through the completion of an evaluation or evaluations for your unclassified employees.



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



- Once you have selected the 2024 Unclassified Performance Evaluation form you wish to utilize an introduction page will appear which explains the ratings– then select "Continue".



- On the next page View All, you will be able to select a Tab listed below: TABS:

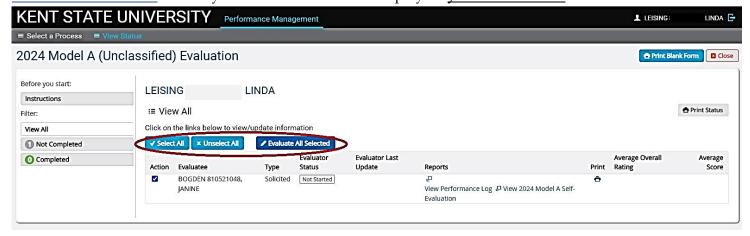
Select All Unselect All Evaluate All Selected

EXPLANATION OF EACH TAB:

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

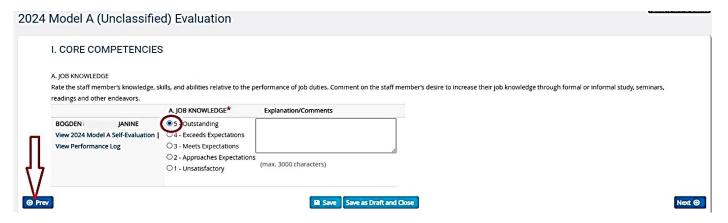
<u>Unselect All</u> - allows you to de-select all of your employees

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



- 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 'Ov:erall Rating'.



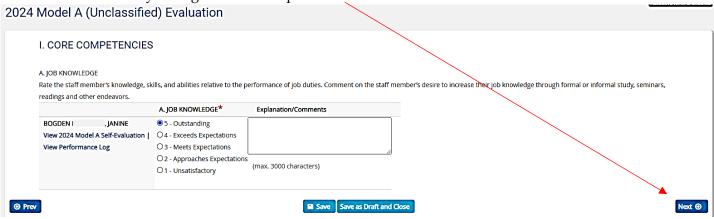
There are 4 tabs under each question:

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

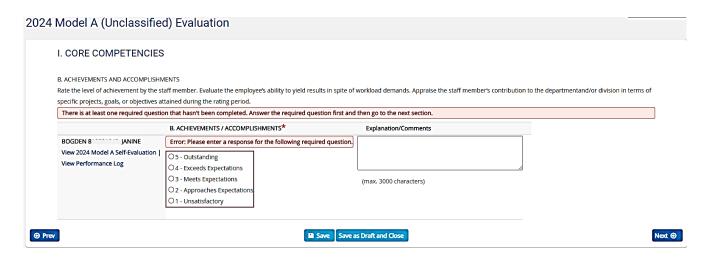
Save - This tab allows you to save and continue working.

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

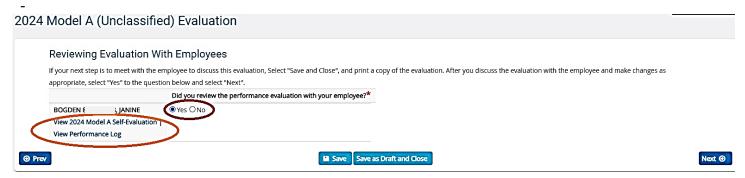
Next - This tab allows you to go to the next question.



- 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.

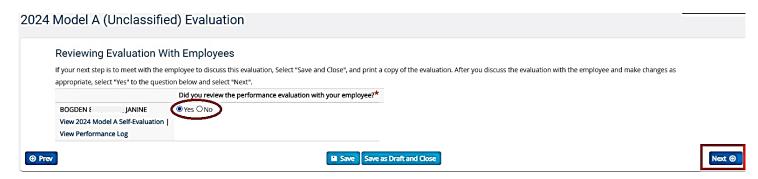


- Under each employee's name in the evaluation is a link to their **self-evaluation** for your review and to the **Performance Log** you may have completed (Note the orange circle below).
- Towards the end of the evaluation, you will be asked, "Did you review the performance evaluation with your employee?" If you have <u>not</u> 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.



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.

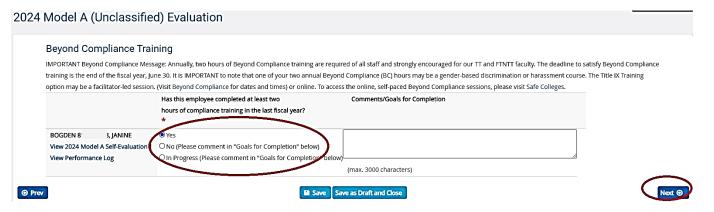


The next page will allow you to type your name as the signature and select the "Next" tab.

2024 Model A (Unclassified) Evaluation Signature Section Evaluator Signature Please type your name in the box below. The typewritten pame is your electronic signature. * BOGDEN: |ANINE | View 2024 Model A Self-Evaluation | View Performance Log Prev Save as Draft and Close

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**".



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

	our staff to complete trainings regarding diversity, equity and inclusion. (Vi nowledge and skill set. It is suggested that these goals be a focus in each p		
ore-recorded presentations, and other	options. (Visit HR Training & Development Calendar).		
	What specific opportunities have been provided (i.e. trainings your	What specific opportunities have been provided (i.e. trainings	3. What opportunities for promotions mig
	department has organized, requested or supported, etc.) to expand diversity, equity and inclusion capacity/expertise for this staff member?	your department has organized, requested or supported, etc.) to this staff member to enhance their job related knowledge and ski	
	uversity, equity and inclusion capacity/expertise for this stail member:	set?	"
BOGDEN E , JANINE			
View 2024 Model A Self-Evaluation			
View Performance Log		<i>A</i>	
	(max. 3500 characters)	(max. 3500 characters)	(max. 3500 characters)

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.



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.