FlashFolio
Complete Evaluations

Contact
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1. Once in FlashFolio, click on the Evaluations link in the left column.

2. You will now see all the evaluations that are available for you to complete, sorted by personnel action type and Kent versus Regional campuses. Click the Evaluate button to the left of the candidate you want to evaluate.

3. Click on the blue eye icon to open a new window or tab with the candidate’s materials.

4. The new window/tab will have document categories, click on the blue link or hover over the black link and click the magnifying glass to open the category. Click the eye icon next to the document titles to access the files.
5. To author your evaluation, click on the Evaluate button that was to the left of the eye icon.

![Evaluation Button](image)

6. In the new window, select a decision and write your summary in the text box. It is strongly recommended that you write your summary in Word or another word processing program and paste it into the box. Click Save when you are done. The window will close.

![Summary Text Box](image)

7. On the previous screen, you should now see “Not Submitted” in the Evaluation Saved column to the right of the candidate’s name. To submit, tick the box to the left of the candidate’s name, then click Submit Selected Evaluations. Once you have submitted, the candidate should disappear from your Evaluations menu.