Evaluator (Supervisor) Training Aid II
The Evaluation Homepage

Log in through FLASHline utilizing your FLASHline ID and FLASHline password (https://login.kent.edu/). Here is how it works: log into FLASHline; at the left of the FLASHline page, select “Employee”, then select “Dashboard”; in the middle of the employee dashboard is a box titled “Top Employee Resources”; select “Log In: Performance Evaluations”.

Once you are logged in to the evaluation site, it will look very different from previous years. You will see five tabs on the left hand side of the Homepage:

1. **View All Tab** - by default you will begin in the “View All” Tab
2. **Complete My Self Evaluation Tab** - To view all self-evaluations you have access to complete for yourself
3. **Performance Evaluation Tab** - Select this to view all evaluations you have access complete for employees you supervise.
4. **Update Performance Log Tab** - Managers may now keep a log of events, projects, discussions, etc throughout the year and refer to it for the evaluation process. See Supervisor Training Aid IV “Using the Performance Log”
5. **View Results Tab** - Select this to view your employees' self-evaluation, or previous year evaluation.

You may not have all the tabs shown. For instance, if you are a manager that will be evaluated with a different group (unclassified staff) you may not see the Self-Evaluation tab.