Training Aid V – Complete Your Signature Form for Classified and Unclassified Evaluatees (Employees)

The Unclassified Signature Form Instructions begins on page 4.

Training Aid I includes instructions to log into the evaluation process through FLASHline.

How to Complete My Classified Signature Form:

1. **Meet with your supervisor and review your evaluation.** Once your supervisor has completed all of the updates to your evaluation it is the time to complete your evaluation signature form.

2. **Log into the evaluation process through FLASHline:**
   - Access FLASHline at: https://login.kent.edu/
   - Use your FLASHline ID and FLASHline password to log in
   - On the left side 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 option “Log In: Performance Evaluations”

3. As the evaluatee (employee), you should be directed to the Homepage, which lists the signature form you should complete as an employee, which **should only be accessed after the you have met with your supervisor** and the review meeting is completed. The ‘Select’ tab to the left of the 2020 Classified Evaluation Signature Form will allow you to begin completing the signature form.
4. The next page allows the process to continue by selecting the ‘Sign your evaluation’ tab at the left under Action.

5. If your supervisor has selected the Finish and Submit tab at the end of your evaluation you should be able to view the complete evaluation with ratings and comments as shown below:

Review all of the questions, ratings and comments by scrolling down to the bottom of the evaluation form. At the bottom is a tab to continue the process. Select ‘Next’.
6. Answer the question about the review of your evaluation and type your name in the signature box, then select ‘Finish and Submit’

7. The next page will allow you to print the completed evaluation, which includes your supervisor’s signature and your signature. Select the printer icon:
If the supervisor has not completed the evaluation, you will see the following screen at the beginning of the process and the questions/responses will not be visible to you. Contact your supervisor and ask them to select the ‘Finish and Submit’ tab at the bottom of the evaluation. If the supervisor has completed this process, please call one of us at Employee and Labor Relations: Janine (2-8526), Norma (2-7197), or Karen (2-4636) to reset the signature form for you.

How to Complete My Unclassified Signature Form:

1. **Meet with your supervisor and review your evaluation.** Once your supervisor has completed all of the updates to your evaluation, it is time to complete your evaluation signature form.

2. Log into the evaluation process through FLASHline:
   - Access FLASHline at: [https://login.kent.edu/](https://login.kent.edu/)
   - Use your FLASHline ID and FLASHline password to log in
   - On the left side 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 option “Log In: Performance Evaluations”

3. As the evaluatee (employee), you should be directed to the Homepage, which lists the signature form you should complete as an employee, which should only be accessed after you have met with your supervisor and the review meeting is completed. The ‘Select’ tab to the left of the correct 2020 Model A, B, C, or D Unclassified Evaluation Signature Form will allow you to begin completing the signature form.

This employee’s supervisor has completed the Model A Evaluation so the employee will complete model A Signature Form:
4. The next page allows the process to continue by selecting the ‘Update’ tab at the left under Action.

5. If your supervisor has selected the ‘Finish and Submit’ tab at the end of your evaluation you should be able to view the complete evaluation with ratings and comments as shown below:
Review all of the questions, ratings and comments by scrolling down to the bottom of the evaluation form. At the bottom is a tab to continue the process. Select ‘Next’.

6. Answer the question regarding the review of your evaluation and type your name in the signature box, then select ‘Finish and Submit’.

7. The next page will allow you to print the completed evaluation, which includes your supervisor’s signature and your signature. Select the printer icon:
If the supervisor has not completed the evaluation you will see the following screen at the beginning of the process and the questions will not be visible to you. Contact your supervisor and ask them to select the ‘Finish and Submit’ tab at the bottom of the evaluation. If the supervisor has completed this process, please call one of us at Employee and Labor Relations: Janine (2-8526), Norma (2-7197), or Karen (2-4636) to reset the signature form for you.