



SUPERVISOR MANUAL FOR CLASSIFIED EVALUATION PROCESS

The period of **April 15, 2022** through **June 15, 2022** has been designated as the time to conduct the 2022 online performance evaluations for classified employees. This annual review process is intended to be a collaborative effort between employee and supervisor. It should focus on achievements during the past year while also looking forward to goals and growth opportunities in the future.

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

- Recognize the employee's contributions during the preceding year;
- Enhance future performance by providing positive, constructive and developmental feedback;
- Identify and integrate organizational and individual objectives and expectations;
- Encourage individual employee growth and development; and
- Provide data that documents performance.

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 screen shots regarding the evaluation process:

<https://www.kent.edu/hr/management/performance-evaluations>

GETTING STARTED WITH THE EVALUATION:

1. Begin by asking your employee(s) to complete their self-evaluation by a specific date.
2. **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".**

Logging into the online performance evaluation:

To access the online performance evaluation homepage log into <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 instruction on page one of this document by logging into FLASHline.

2. Now that you have accessed the Evaluation [Homepage](#), the following directions will help you complete an evaluation or evaluations for your classified employees.

- Select the Evaluation Form you need to complete.
The Probationary Evaluation Forms only allow for 1 employee to be evaluated at a time.
The Classified Performance Evaluation Form allows **more than 1** employee to be evaluated.
- Once you have selected the 2022 Classified Performance Evaluation you should see a short introduction page – then select “Continue”.
- On the next page [View Status](#), you will see Tabs listed below and your employee’s name with a check box next to it:

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

- ☒ Brown, William [View 2022 Classified Self-Evaluation](#) (By selecting you will be able to view the employee’s self-evaluation)
[View Performance Log](#) (By selecting you will be able view this employee’s performance log if you had created one)

[Select All](#) allows you to select all of your employees without manually checking the box next to each of their names

[Unselect All](#) allows you to de-select your employees

[Evaluate All Selected](#) allows you to evaluate all of your employees you have selected and sends you to the beginning of the evaluation questions

* If at any time you are missing an employee to evaluate, please contact us at Employee Relations (Janine x28526, Norma x28334 or Karen x24636)

- Begin to complete the evaluation form by selecting the appropriate ratings and adding comments. There are three tabs under the questions:

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

Save and Close - This tab allows you to save what you are working on and will return you the Supervisor Manual for the Classified Evaluation Process

View Status page where you selected the employee(s) to evaluate.

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

- Under each employee's name in the evaluation is a link to their self-evaluation for your review and to the Performance Log.
- As you decide what the numerical rating should be for each question track these ratings and average the ratings to determine what the actual **Overall Rating** should be. This is very important to determine the correct **Overall Rating**.
- 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 and Close". This will allow you to return to the evaluation and make changes if necessary.

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 "Next" tab. The next page will allow you to type your name as the signature. Then your last step is to select "Finish and Submit". This will complete the evaluation process.

If at any time you have questions during this process, please contact Employee Relations: Janine at 330-672-8526, Norma at 330-672-8334, Karen at 330-672-4636 or email us at erelations@kent.edu