

SUPERVISOR MANUAL FOR UNCLASSIFIED EVALUATION PROCESS

The period of **April 15, 2022 through June 15, 2022** has been designated as the timeframe for conducting the 2022 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 screen shots regarding the evaluation process:

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

Prior to completing the evaluation for your employee please review the following:

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 prior to adding information into 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 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. The Box on the left side of the page under **Performance Management**-

BY SELECTING:

YOU WILL BE ABLE TO:

View All	View all of 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.

The screenshot shows a web browser window displaying the 'Performance Management' section of a system. The page title is 'Performance Management' and 'Welcome, DONNA'. The left sidebar contains a menu with 'View All', 'Complete My Self Evaluation', 'Performance Evaluation', 'Update Performance Log', 'My Performance Log', and 'View Results'. The main content area is titled 'Evaluations' and 'View or Update Information'. It contains a table with the following data:

	Evaluation	Total Solicited	Not Started	In Progress	Total Completed
Select	2018 Model A (Unclassified) Employee Signature Form	1	1	0	0
Select	2018 Model A (Unclassified) Evaluation	5	5	0	0
Select	2018 Model A (Unclassified) Self-Evaluation	1	1	0	0
Select	2018 Model B (Unclassified) Employee Signature Form	1	1	0	0
Select	2018 Model B (Unclassified) Evaluation	5	5	0	0
Select	2018 Model B (Unclassified) Self-Evaluation	1	1	0	0
Select	2018 Model C (Unclassified) Employee Signature Form	1	1	0	0
Select	2018 Model C (Unclassified) Evaluation	5	5	0	0
Select	2018 Model C (Unclassified) Self-Evaluation	1	1	0	0

- **Select** the Evaluation Form you need to complete:
Model D will only allow one employee to be evaluated at a time. (More information regarding this model is on page 7 and 8 of this manual.)
Unclassified Models A, B, and C Evaluation Forms allows **more than one** employee to be evaluated.

KENT STATE UNIVERSITY Performance Management

Select a Process View Status

2018 Model A (Unclassified) Evaluation

Print Blank Form Close

Before you start:

Instructions

Filter:

View All

Not Completed

Completed

Declined

SANSONETTI, DONNA

Instructions:

For each competency, mark the rating that best describes the employee's performance. Select N/A if the competency is not applicable. In the EXPLANATION sections, provide specific examples and illustrations. Explanations are required when selecting a rating of "Approaches Expectations" or "Unsatisfactory".

Outstanding (5): Objectives and standards are clearly and substantially surpassed. Consistently and significantly exceeds all performance expectations and standards. Highest performance level. Demonstrates a personal commitment to a high level of performance and results, even under challenging work goals.

Exceeds Expectations (4): Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component.

Meets Expectations (3): Performance is what is expected of a fully qualified and experienced person in this position. All objectives and standards are met. Consistently meets all performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.

Approaches Expectations (2): Objectives and standards are generally met but fall results are not totally achieved. Occasionally falls short of consistently meeting performance expectations and standards. Some performance aspects were not met - needs slight improvement. Could result from being newly appointed to the position - continuing to learn all aspects of the position.

Unsatisfactory (1): Objectives and standards are consistently not met. Consistently fails to meet performance expectations. Needs significant improvement. Has been on the job long enough to have shown better performance. Excessive attention by supervisor is required. Does not grasp situation when explained. Corrective action is required.

Continue

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- Once you have selected the 2022 Unclassified Performance Evaluation form you wish to utilize an introduction page will appear which explains the ratings- then select **"Continue"**.

KENT STATE UNIVERSITY Performance Management

Select a Process View Status

2018 Model A (Unclassified) Evaluation

Print Blank Form Close

Before you start:

Instructions

Filter:

View All

Not Completed

Completed

Declined

SANSONETTI, DONNA

View All

Click on the links below to view/update information

Select All Unselect All Evaluate All Selected Decline All Selected

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print
<input checked="" type="checkbox"/>	COYNE, TIMOTHY	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	
<input checked="" type="checkbox"/>	HANNAHS, MARY JANE	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	
<input checked="" type="checkbox"/>	LAUGHLIN, TIA	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	
<input checked="" type="checkbox"/>	MCCAIL, NICKOLE	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	
<input checked="" type="checkbox"/>	VESELY, VANESSA	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	

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

TABS:

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

EXPLANATION OF EACH TAB:

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

Unselect All - allows you to de-select all of your employees

Evaluate All Selected - allows you to evaluate all of the employees **you have selected**
Decline All Selected - we ask that you not select this option, instead please email Karen Watson (kswatson@kent.edu) with the information as to why you would decline this employee.

- 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 'Overall Rating'.**

There are three tabs under each question:

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 to the **View Status page** where you selected the employee 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** you may have completed (Note the blue circle below).

- If during the evaluation rating process, you encounter an **error** as noted in the screen shot on page 4 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.

2018 Model A (Unclassified) Evaluation

Reviewing Evaluation With Employees

If your next step is to meet with the employee to discuss this evaluation, Select "Save and Close", and print a copy of the evaluation. After you discuss the evaluation with the employee and make changes as appropriate, select "Yes" to the question below and select "Next".

TEST, BOB
View 2018 Model A Self-Evaluation |
View Performance Log

Did you review the performance evaluation with your employee?*

☐ Yes ☒ No

Save and Close

Prev Next

- 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 after your meeting with the employee.

OR

- Towards the end of the evaluation you will be asked, **"Did you review the performance evaluation**

2018 Model A (Unclassified) Evaluation

Reviewing Evaluation With Employees

If your next step is to meet with the employee to discuss this evaluation, Select "Save and Close", and print a copy of the evaluation. After you discuss the evaluation with the employee and make changes as appropriate, select "Yes" to the question below and select "Next".

TEST, BOB
View 2018 Model A Self-Evaluation |
View Performance Log

Did you review the performance evaluation with your employee?*

☒ Yes ☐ No

Save and Close

Prev Next

with your employee?" If you have reviewed the evaluation with your employee and made all additional changes then select **"Yes"** and select **"Next"** tab.

2018 Model A (Unclassified) Evaluation

Signature Section

TEST, BOB
[View 2018 Model A Self-Evaluation](#)
[View Performance Log](#)

Evaluator Signature Please type your name in the box below.
 The typewritten name is your electronic signature. *

Karen Watson

Prev Save and Close Next

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

2018 Model A (Unclassified) Evaluation

Beyond Compliance Training

IMPORTANT Beyond Compliance Change:
 Please note this important change to your annual Beyond Compliance training goal. One of your two annual Beyond Compliance hours should be a Title IX training. You can choose from the online Bridges: Building a Supportive or the instructor-led Title IX Training (visit <https://www.kent.edu/hr/training/beyond-compliance> for dates and times). Beyond Compliance training is required of all staff and strongly encouraged of our TT and FTNTT faculty. The deadline to satisfy Beyond Compliance training is the end of the fiscal year, June 30. For the entire list of offerings, visit the website at: <https://www.kent.edu/hr/training/beyond-compliance>. For additional questions, contact HR Training and Development at 330-672-2100, or email hrd@kent.edu.

Has this employee completed at least two hours of compliance training in the last fiscal year?	Comments/Goals for Completion
TEST, BOB View 2018 Model A Self-Evaluation View Performance Log <input checked="" type="radio"/> Yes <input type="radio"/> No (Please comment in "Goals for Completion" below) <input type="radio"/> In Progress (Please comment in "Goals for Completion" below)	

Spell Check (max. 3000 characters)

Prev Save and Close Finish and Submit

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 “**Finish and Submit**”.

You will be redirected to the **View Status** page of the process. To the far right is a printer icon which will allow you to print a copy of the evaluation.

KENT STATE UNIVERSITY Performance Management

WATSON, KAREN

Select a Process View Status

2018 Model A (Unclassified) Evaluation

Print Blank Form Close

Before you start:

Instructions

Filter:

View All

1 Not Completed

1 Completed



0 Declined

WATSON, KAREN

View All

Click on the links below to view/update information

Select All Unselect All Evaluate All Selected Decline All Selected

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print
<input checked="" type="checkbox"/>	BOGDEN, JANINE	Solicited	Not Started		View Performance Log View 2018 Model A Self-Evaluation	
Locked	TEST, BOB	Solicited	Completed	Apr 23, 2018	View Performance Log View 2018 Model A Self-Evaluation	

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This is the time to instruct your employee to return to the homepage of the evaluation process and they will have access to sign off on their **2022 Model A, B, C or D Employee Signature Form**. Training aids are available at <https://www.kent.edu/hr/management/performance-evaluations>

Model D Unclassified Evaluation Form:

KENT STATE UNIVERSITY Performance Management

WATSON, KAREN

Select a Process View Status

2018 Model D (Unclassified) Evaluation

Print Blank Form Close

Before you start:

Instructions

Filter:

View All

2 Not Completed

0 Completed



0 Declined

WATSON, KAREN

View All

Click on the links below to view/update information

Update Decline

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print
Update Decline	BOGDEN, JANINE	Solicited	In Progress	Mar 23, 2018	View Performance Log View 2018 Model D Self-Evaluation	
Update Decline	TEST, BOB	Solicited	Not Started		View Performance Log View 2018 Model D Self-Evaluation	

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Once you have logged into the evaluation process and chosen Model D Unclassified Evaluation, continued past the definition you will view the following **View Status** page. Select **Update**:

The next page will allow you to view the employee's self-evaluation ratings and comments if the employee has completed their self-evaluation prior to you accessing the Model D evaluation form. Please check with your employee before accessing this form.

2018 Model D (Unclassified) Evaluation

3% Completed

Evaluator: KAREN WATSON Evaluatee: JANINE BOGDEN

[View 2018 Model D Self-Evaluation](#) [View Performance Log](#) [Close Popup](#)

I. WORK KNOWLEDGE Required *

Employee Rating from Self-Evaluation

- 4-Exceeds Expectations: Good knowledge of duties. Well informed. Actively pursues additional job knowledge. BOGDEN, JANINE

Employee Self-Evaluation Comments and Responses

I-A. Job Knowledge *

- ☐ 5-Outstanding: Excellent understanding of job assignments and duties. Extremely knowledgeable at all times.
- ☐ 4-Exceeds Expectations: Good knowledge of duties. Well informed. Actively pursues additional job knowledge.
- ☐ 3-Meets Expectations: Has adequate knowledge of duties. Needs little instruction.
- ☐ 2-Approaches Expectations: Inadequate knowledge of
- ☐ 1-Unsatisfactory: Definite lack of knowledge. Very little understanding of job duties. Needs extensive instruction.

I-A. Evaluator Comments:

[Small Check](#) (max. 7500 characters)

Model D is the only evaluation, which includes the definition of the rating for each question.

I-A. Job Knowledge

- 5-Outstanding: Excellent understanding of job assignments and duties. Extremely knowledgeable at all times.
 - 4-Exceeds Expectations: Good knowledge of duties. Well informed. Actively pursues additional job knowledge.
 - 3-Meets Expectations: Has adequate knowledge of duties. Needs little instruction.
 - 2-Approaches Expectations: Inadequate knowledge of duties. Understanding of job duties not sufficient. Needs some instruction.
 - 1-Unsatisfactory: Definite lack of knowledge. Very little understanding of job duties. Needs extensive instruction.
- Not Applicable

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