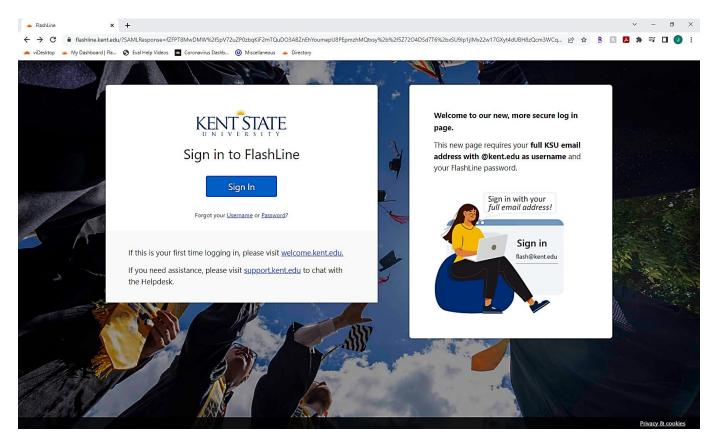
## Training Aid I - Log into the evaluation homepage through FLASHline– Evaluator (Supervisor) and Evaluatee (Employee)

1. To access the online performance evaluation homepage go to <a href="https://www.kent.edu/">https://www.kent.edu/</a> and select "FLASHline Login" at the top of the page.



2. Use your FLASHline ID and FLASHline password to log into FLASHline and access the evaluation homepage.



3. On the left side of the FLASHline page, select "Employee". Then select "Dashboard".

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		ur Dashboards as your landing page in FlashL s, can be managed from the Settings page.	ine? This, and other display settings,	15 MAR O Friday, Mar 15	lidates to apply for December 2024 graduation	
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Settings	My Vacation Leave		Employee Profile Dashboard		Pay Date: Feb 29, 2024	~

4. In the middle of the Employee Dashboard is a box titled "**Top Employee Resources**", select the option "**Log in: Performance Evaluations**".

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University Resources	Get a snapshot of all your investments and view current and past     transactions.			
Settings	<ul> <li>Learn more about your retirement plan(s) and use calculators and other tools to help plan for the type of retirement you want.</li> </ul>			
Help / Feedback	<ul> <li>Change your contribution amount or how it is allocated among your selected investments.</li> </ul>			
	Earnings History			

TA-I Logging into the evaluation homepage through FLASHline 2024

Or you can choose not to select dashboard and find the Log in Performance Evaluations in the below screenshot.

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5. Next, as an evaluator (supervisor) you should be directed to the Homepage, which lists the evaluation models. As the evaluatee (employee), you should be directed to the Homepage, which lists the self-evaluation you would complete as an employee. You will have access to the signature page, which **should only be accessed after you have met with your supervisor** and the review is completed. To continue with the process, click on the 'Select' tab next to the evaluation or self-evaluation you wish to complete.

## **CLASSIFIED EVALUATEE (EMPLOYEE) VIEW:**

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	Select 2024 Classified Evaluation Signature Form	0	0	0	0
	Select 2024 Classified Probationary EXTENSION     Signature Form	0	0	0	0

## UNCLASSIFIED EVALUATEE (EMPLOYEE) VIEW:

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	( Select	2024 Model B (Unclassified) Employee Signature	0	0	0	0
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	Select	2024 Model C (Unclassified) Employee Signature	Õ	Ŏ	0	0
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TA II is a training aid for the Evaluator (Supervisor) of the Homepage View

TA III is a training aid for the Evaluator (Supervisor) to complete a classified Evaluation

TA IV is a training aid for the Evaluator (Supervisor) to complete an unclassified Evaluation

TA V is a training aid for the Evaluatee (Employee) to complete a classified Self-Evaluation

TA VI is a training aid for the Evaluatee (Employee) to complete an unclassified Self-Evaluation

TA VII is a training aid for the Evaluatee (Employee) to complete a Signature Page

These training aides can be accessed on the Evaluation Web Page: <u>https://www.kent.edu/hr/management/performance-evaluations</u>

\* If at any time you are missing an employee to evaluate, have names listed that you do not evaluate or need help please contact us in Employee Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636