# 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 https://www.kent.edu/ 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.
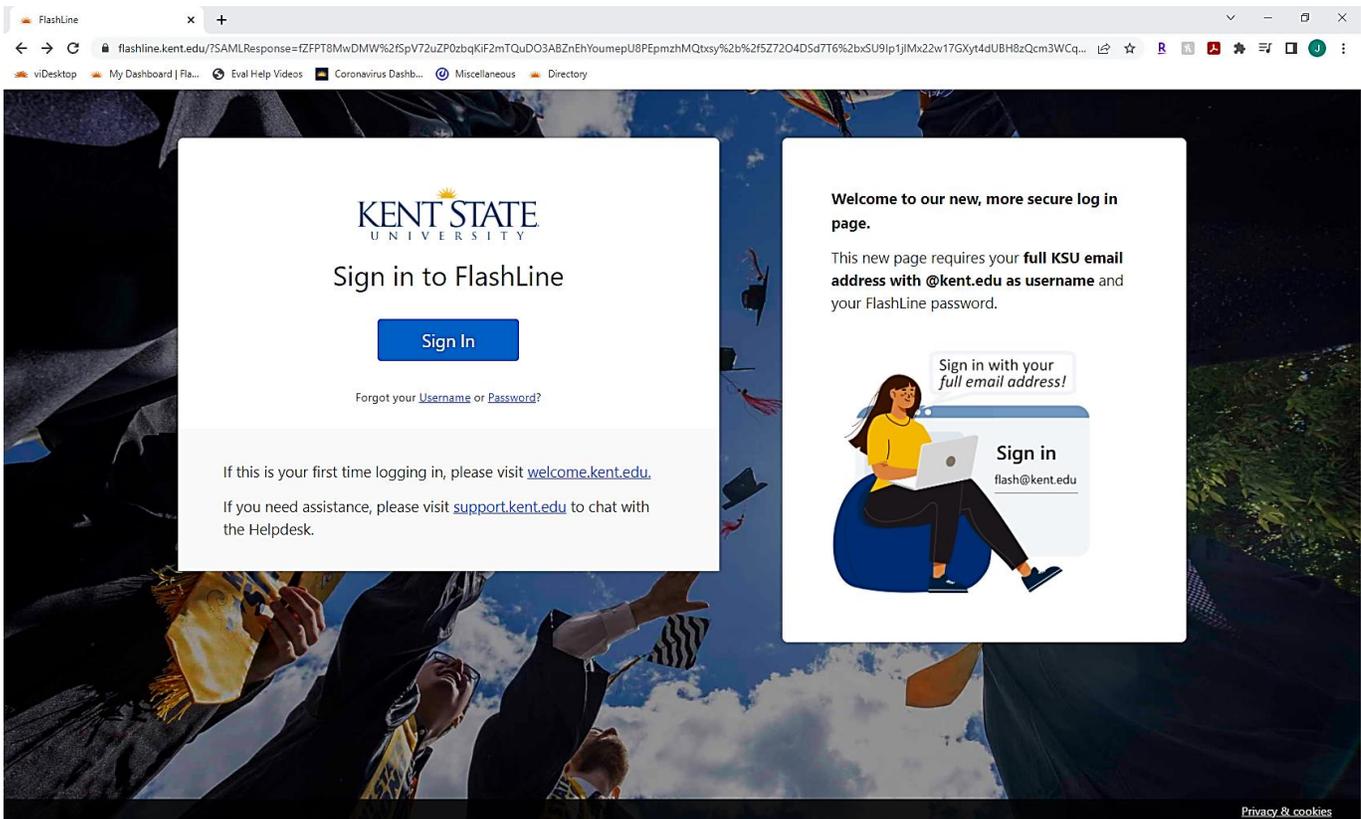
3. On the left side of the **FLASHline** page, select "**Employee**". Then select "**Dashboard**".
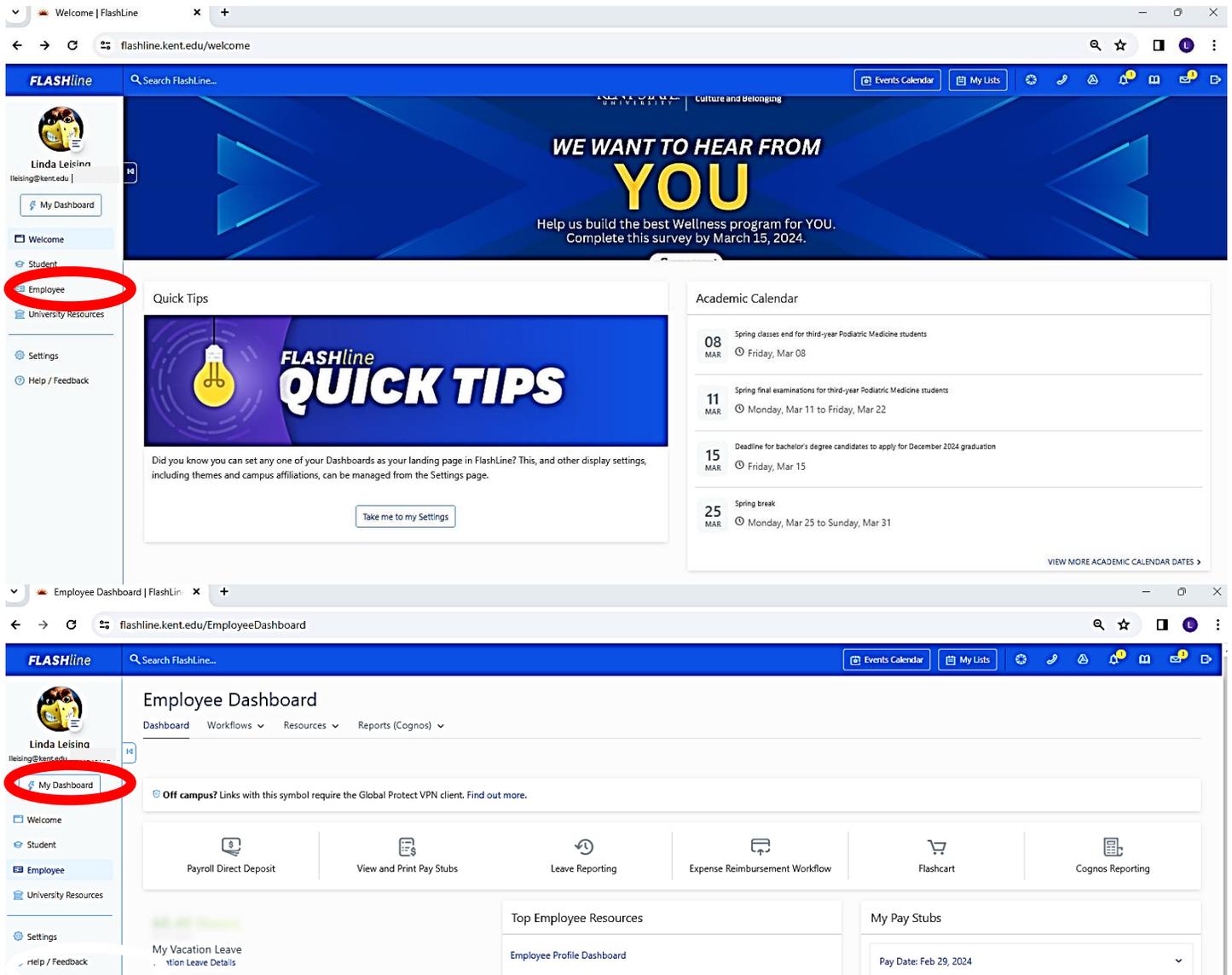

4. In the middle of the Employee Dashboard is a box titled "**Top Employee Resources**", select the option "**Log in: Performance Evaluations**".
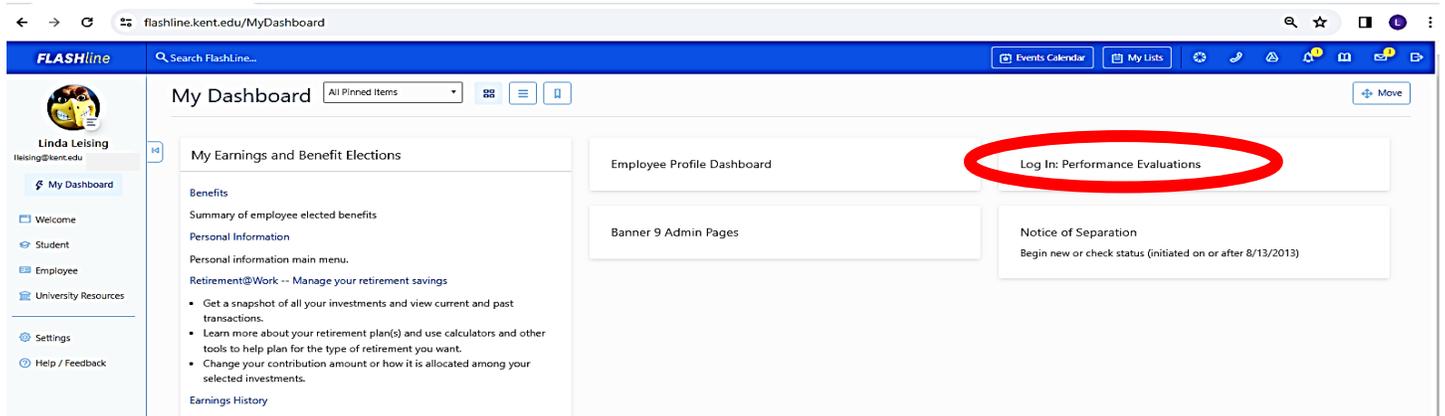
Or you can choose not to select dashboard and find the Log in Performance Evaluations in the below screenshot.
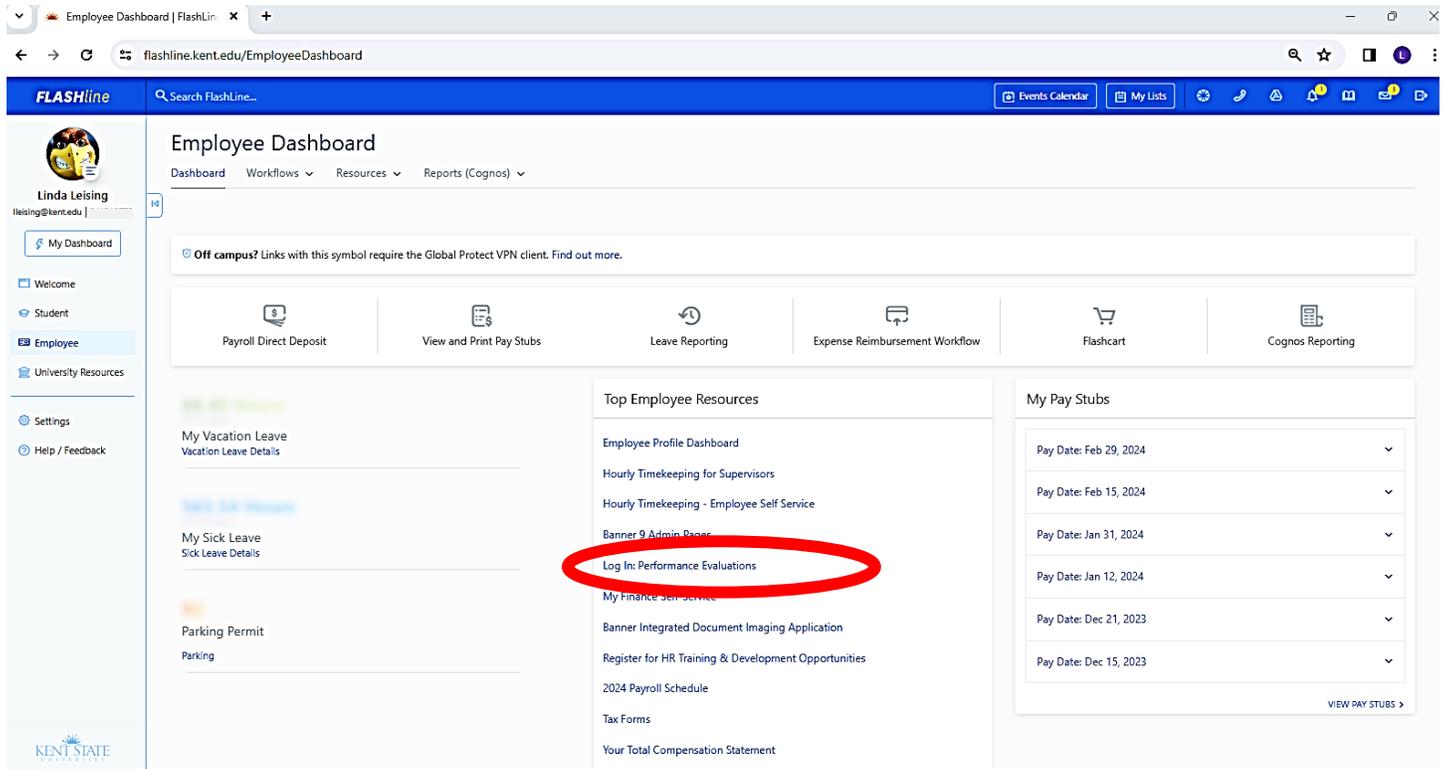
5. Next, as an evaluator (supervisor) you should be directed to the Homepage, which lists the evaluation models. As the evaluatee (employee), you should be directed to the Homepage, which lists the self-evaluation you would complete as an employee. You will have access to the signature page, which **should 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:

UNCLASSIFIED EVALUATEE (EMPLOYEE) VIEW:

CLASSIFIED AND UNCLASSIFIED EVALUATOR (SUPERVISOR) VIEW:

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

* 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**