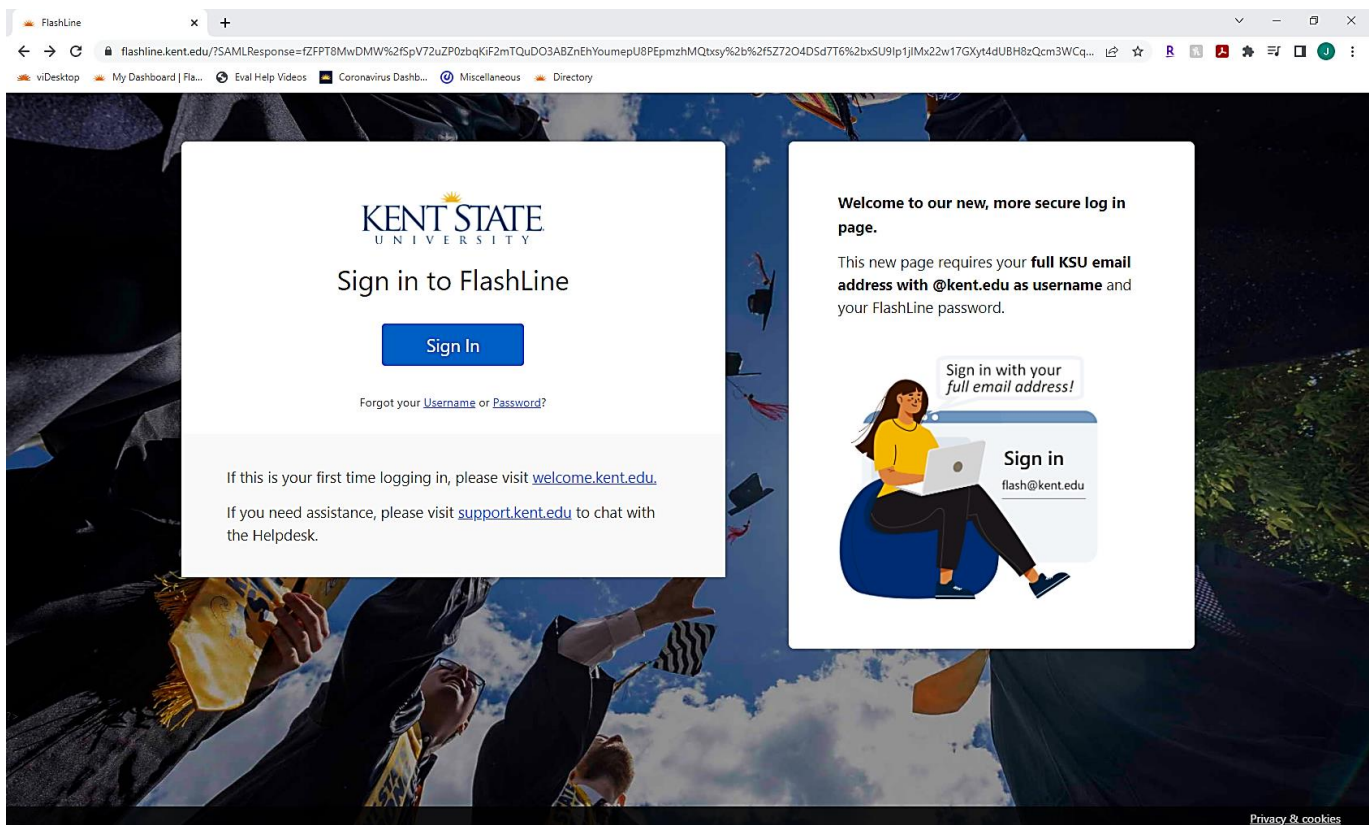


Training Aid I - Log into the evaluation homepage through FLASHline– Evaluator (Supervisor) and Evaluatee (Employee)

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”**.

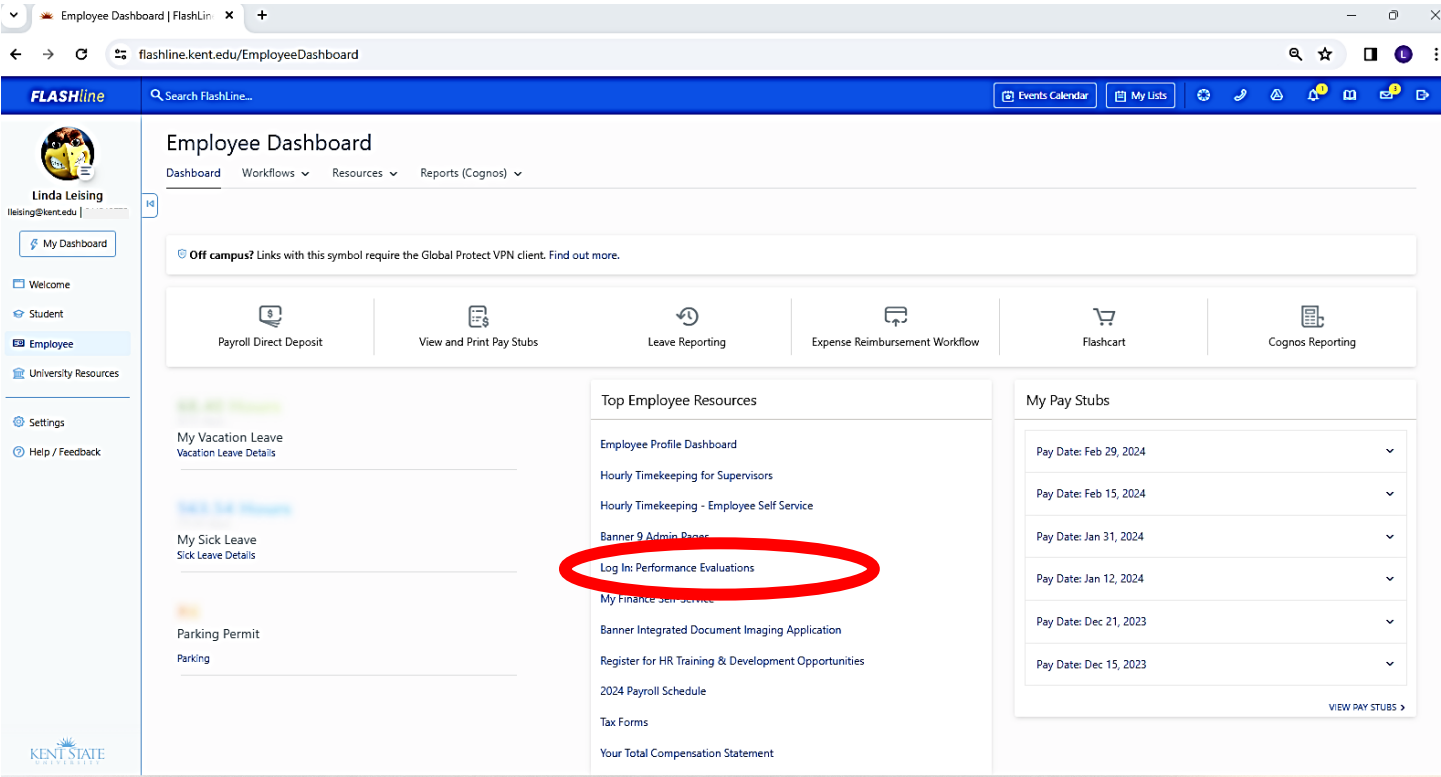
The first screenshot shows the 'Welcome | FlashLine' page. The left sidebar contains a list of links: 'My Dashboard', 'Welcome', 'Student', 'Employee' (highlighted with a red circle), and 'University Resources'. The main content area features a large banner with the text 'WE WANT TO HEAR FROM YOU' and a 'Quick Tips' section with a lightbulb icon. An 'Academic Calendar' is also visible on the right.

The second screenshot shows the 'Employee Dashboard' page. The left sidebar contains a list of links: 'My Dashboard' (highlighted with a red circle), 'Welcome', 'Student', 'Employee', and 'University Resources'. The main content area displays various employee resources, including 'Payroll Direct Deposit', 'View and Print Pay Stubs', 'Leave Reporting', 'Expense Reimbursement Workflow', 'Flashcart', and 'Cognos Reporting'. A section titled 'Top Employee Resources' is highlighted with a red circle.

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

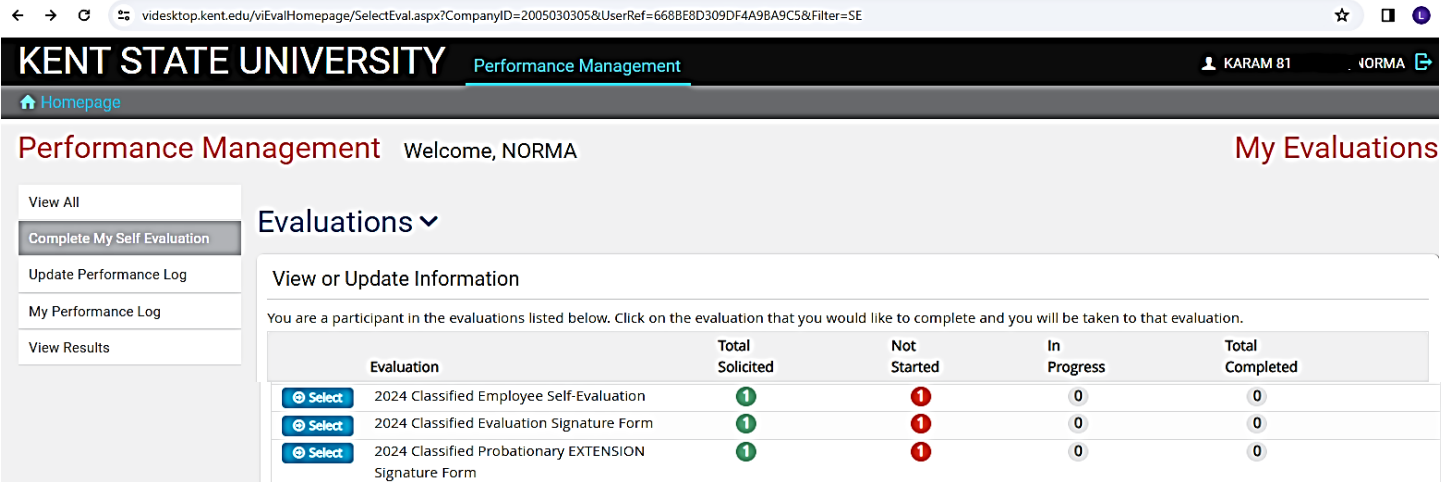
The screenshot shows the 'My Dashboard' page. The left sidebar contains a list of links: 'My Dashboard', 'Welcome', 'Student', 'Employee', and 'University Resources'. The main content area displays various employee resources, including 'My Earnings and Benefit Elections', 'Employee Profile Dashboard', and 'Log In: Performance Evaluations' (highlighted with a red circle). Other links include 'Banner 9 Admin Pages', 'Notice of Separation', and 'Pay Date: Feb 29, 2024'.

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:

← → ↻ videsktop.kent.edu/vi/EvalHomepage/SelectEval.aspx?CompanyID=2005030305&UserRef=668BE8D309DF4A9BA9C5&Filter=SE ☆ □

KENT STATE UNIVERSITY Performance Management KARAM NORMA

Homepage

Performance Management Welcome, NORMA My Evaluations

View All
Complete My Self Evaluation
Update Performance Log
My Performance Log
View Results

Evaluations ▾

View or Update Information

You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

	Evaluation	Total Solicited	Not Started	In Progress	Total Completed
Select	2024 Model A (Unclassified) Self-Evaluation	1	1	0	0
Select	2024 Model B (Unclassified) Employee Signature Form	1	1	0	0
Select	2024 Model B (Unclassified) Self-Evaluation	1	1	0	0
Select	2024 Model C (Unclassified) Employee Signature Form	1	1	0	0
Select	2024 Model C (Unclassified) Self-Evaluation	1	1	0	0
Select	2024 Model D (Unclassified) Employee Signature Form	1	1	0	0
Select	2024 Model D (Unclassified) Self-Evaluation	1	1	0	0

CLASSIFIED AND UNCLASSIFIED EVALUATOR (SUPERVISOR) VIEW:

← → ↻ videsktop.kent.edu/vi/EvalHomepage/SelectEval.aspx?CompanyID=2005030305&UserRef=2484E4F718404DA3BFFB&Filter=SE ☆ □

KENT STATE UNIVERSITY Performance Management BOGDEN I JANINE

Homepage

Performance Management Welcome, JANINE My Evaluations

View All
Complete My Self Evaluation
Performance Evaluation
Update Performance Log
My Performance Log
View Results

Evaluations ▾

View or Update Information

You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

	Evaluation	Total Solicited	Not Started	In Progress	Total Completed
Select	2023 120-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9-month probationary period)	1	1	0	0
Select	2023 150-day Classified Probationary	1	1	0	0
Select	2024 Assistant Coach Evaluation	2	2	0	0
Select	2024 ATHLETICS Model D (Unclassified) Evaluation	1	1	0	0
Select	2024 Classified Performance Evaluation	2	1	0	1
Select	2024 Head Coach Evaluation	2	2	0	0
Select	2024 Model A (Unclassified) Evaluation	2	1	0	1
Select	2024 Model B (Unclassified) Evaluation	2	2	0	0
Select	2024 Model C (Unclassified) Evaluation	2	2	0	0
Select	2024 Model D (Unclassified) Evaluation	2	2	0	0

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**