

## Training Aid II

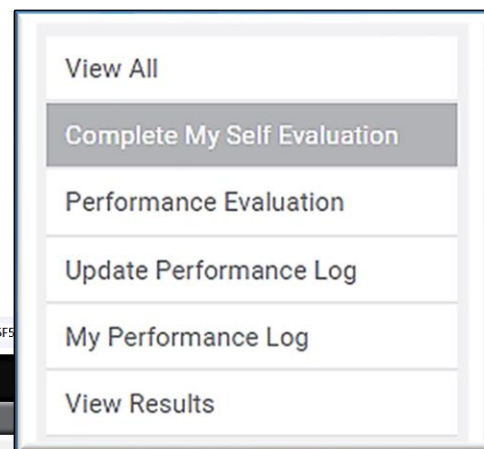
### Evaluator (Supervisor) The Evaluation Homepage Selecting an Evaluation

Log into FLASHline: <https://www.kent.edu/>

Once you are logged into the evaluation homepage through FLASHline, it will look very similar to previous years. You will see six tabs on the left-hand side of the Homepage:

1. **View All Tab** - By default, you will begin in the "View All" Tab
2. **Complete My Self Evaluation Tab** - To view the self-evaluation form you are to complete
3. **Performance Evaluation Tab** - Select this to view all evaluations you have access to complete for the employees you supervise. (Unclassified Evaluation Model choice is determined by upper management)
4. **Update Performance Log Tab** - Managers can maintain a log of events, projects, discussions, etc. throughout the year and refer to the log during the evaluation process. See Supervisor Training Aid IV "Using the Performance Log"
5. **My Performance Log** - Select this to view your performance Log that you have updated throughout the year
6. **View Results Tab** - This allows you to view the previous year's evaluations. To view the current year's self-evaluation of your employee. Once you have accessed the evaluation form you will see a link that allows you to view their self-evaluation (if the employee has completed one)

Larger Image of the Box below -



**KENT STATE UNIVERSITY** Performance Management

Homepage

Performance Management Welcome, JANINE

**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
<a href="#">Select</a>	2023 60-Day Classified Probationary Signature Form	1	1	0	0
<a href="#">Select</a>	2023 90-Day Classified Probationary Signature Form	1	1	0	0
<a href="#">Select</a>	2023 Classified Probationary EXTENSION Signature Form	1	0	1	0
<a href="#">Select</a>	2023 Classified Probationary SECOND EXTENSION Signature Form	1	1	0	0
<a href="#">Select</a>	2024 120-Day Classified Probationary Signature Form (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) - 9 Month Probation	1	1	0	0
<a href="#">Select</a>	2024 150-Day Classified Probationary Signature Form (Emergency Services Dispatcher and Supervisor) - 6 month probation	1	1	0	0
<a href="#">Select</a>	2024 200-Day Classified Probationary Signature Form (STUDENT ACCOUNT REPRESENTATIVE I & II	1	1	0	0

Please contact Employee Relations with questions or problems: **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636.**