Training Aid III Evaluator (Supervisor) Completing a Classified Evaluation

Log into FLASHline: https://login.kent.edu/

- Log into FLASHline with your FLASHline ID and FLASHline password,
- On the left side of the page select "Employee" then select "Dashboard"
- Under the box in the middle "Top Employee Resources" select "Log In: Performance Evaluations"
- Select the evaluation you would like to complete,
- If you need other training aids, please select "Information for Performance Evaluations"
- 🗸 🛥 Employee Dashboard | FlashLin 🗙 🕂 ð → C Stashline.kent.edu/EmployeeDashboard ÷ ९☆ 🛛 🕕 : 💩 📌 🖬 🚽 🖻 FLASHline 🗃 Events Calendar 🛛 📋 My Lists 66 Employee Dashboard Dashboard Workflows - Resources - Reports (Cognos) -Linda Leising 14 lleising@kent.edu | My Dashboard Off campus? Links with this symbol require the Global Protect VPN client. Find out more C Welcome F \$:=<u>s</u> Ð Ä ₽. 🖼 Employee Pavroll Direct Deposit View and Print Pay Stubs Leave Reporting Expense Reimbursement Workflow Flashcart Cognos Reporting 😭 Ur Top Employee Resources My Pay Stubs Settings My Vacation Leave Employee Profile Dashboard Help / Feedback Pay Date: Feb 29, 2024 ~ Vacation Leave Details Hourly Timekeeping for Supervisors Pay Date: Feb 15, 2024 ~ Hourly Timekeeping - Employee Self Service Pay Date: Jan 31, 2024 Banner 9 Admin Pages ~ My Sick Leave Sick Leave Details Log In: Performance Evaluations Pay Date: Jan 12, 2024 My Finance Self-Service Pay Date: Dec 21, 2023 Parking Permit Banner Integrated Document Imaging Application Parking Register for HR Training & Development Opportunities Pay Date: Dec 15, 2023 2024 Payroll Schedule VIEW PAY STUBS > Tax Forms KENTSIATE Your Total Compensation Statement

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:

Larger Image	of the Box on the left-	View All				
		Comple	te My Self Ev	aluation		
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KENT STATE	UNIVERSITY Performa					L BOGDEN , JANINE 🗗
🔒 Homepage		Update	Performance	e Log		
Performance M	anagement Welcome, JANI	My Perf	ormance Log	g		My Evaluations
View All Complete My Self Evaluation	Evaluations ~	View Re	sults			
Performance Evaluation	View or Update Information					
Update Performance Log	You are a participant in the evaluations liste	d below. Click on the	evaluation that you v	vould like to complete an	d you will be taken to th	at evaluation.
My Performance Log	Evaluation		Total Solicited	Not Started	In Progress	Total Completed
View Results	2022 60 Day Classified Brok	ationany Signaturo	•	•	0	

On the left side of the page select "Performance Evaluation", this will reduce your options to only **evaluations**. Select the 2024 Classified Performance Evaluation Model you must complete and click on the tab next to the evaluation you wish to complete.

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Homepage						
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Performance Evaluation	View or Update Information					
Performance Evaluation	View or Update Information					
Performance Evaluation Update Performance Log	View or Update Information	below. Click on the evaluation that you v	yould like to complete and	d you will be taken to that (evaluation.	
	You are a participant in the evaluations listed	Total	Not	In	Total	
Update Performance Log My Performance Log	You are a participant in the evaluations listed	Total Solicited	Not Started	In Progress	Total Completed	
Update Performance Log My Performance Log	You are a participant in the evaluations listed Evaluation Select 2024 Academic Administrator	Total Solicited	Not Started	In Progress 0	Total Completed	
Update Performance Log My Performance Log	You are a participant in the evaluations listed Evaluation Select 2024 Academic Administrator Select 2024 Assistant Coach Evaluat	Total Solicited	Not Started	In Progress 0 0	Total Completed 0 0	
Update Performance Log	You are a participant in the evaluations listed Evaluation Select 2024 Academic Administrator	Total Solicited	Not Started	In Progress 0	Total Completed	

Once you have chosen the evaluation you will see the following on the next page. Select the "Continue" button.

← → C == videsktop.kent.edu/vievalpeer	r/EvIStatus.aspx?CompanyID=	2005030305&UserRef=8FA05B58A4604	6869B47&EvallD=1026&ShowInfo=1&Redir=1		\$	
KENT STATE UNI	VERSITY	Performance Management			BOGDEN	JANINE 🗗
≡ Select a Process ≡ View Status						
2024 Classified Perform	nance Evaluat	ion			🖶 Print Blank For	m 🛛 Close
Instructions The C Filter: View All O Not Completed Performance Completed Performance Forma	Employees must comple Ratings have definitions Job Specific Criteria sect expectations that have airee "Save and Close" allows "Finish and Submit" final formance Improvement Plan any category in which nplete a Classified Per	e to insert their electronic signatures a tele their electronic signature in the "Cit respective to each question, tion allows for supervisors to add spec- ady been clearly communicated and d you to exit and save your work and cc lizes the evaluation. If you need to go an an employee is rated "Nee rformance Improvement Pla	ssified Performance Evaluation Signature For ialized expectations and ratings. In order to be ocumented between employee and supervisor	e incorporated for rating in the classified er, e numbers below. n," the manager and employee x24636 for this process.	e will be required to	

The next page should include a list of the employees we have in the evaluation system for you to evaluate:

- If you do not have all of your employees listed please call us
- If you have names listed that you will not be evaluating please call us
- To the far right of each employee's name is a link to view their Self-Evaluation (if completed)

ilter:	≔ View All	JANINE	-					Print Status
View All	Click on the links below to view	/update inf	ormation					
Not Completed	✓ Select All × Unselect All	🖊 Evalu	ate All Selected					
O Completed	Action Evaluatee	Туре	Evaluator Status	Evaluator Last Update	Reports	Print	Average Overall Rating	Average
	KARAM 810470624, NORMA	Solicited	In Progress	Feb 26, 2024	View Performance Log Piew 2024 Classified Self-Evaluation	÷	5 - Often exceeds	
	LEISING 811319775, LINDA	Solicited	In Progress	Feb 26, 2024	L View Performance Log 🖉 View 2024 Classified Self-Evaluation	÷		

Karam, Norma <u>View 2024 Classified Self-Evaluation</u>

(By selecting you will be able to view the employee's self-evaluation)

View Performance Log

(By selecting you will be able view this employee's performance log if you had created one)

<u>Select All</u> allows you to select all of your employees without manually checking the box next to each of their names <u>Unselect All</u> allows you to de-select your employees <u>Evaluate All Selected</u> allows you to evaluate all of your employees

Select "Evaluate All Selected" once you have decided if you wish to evaluate several employees at one time or only one employee. The screenshot on page 4 displays two employees being evaluated at once:

Begin to complete the evaluation form by selecting the appropriate ratings and adding comments. There are three tabs under the questions:



This tab allows you to go back to the previous page.

Save as Draft 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(s) to evaluate.

Next 🕥

This tab allows you to go to the next question.

TA- III B Evaluator - How to complete a classified evaluation

Under each employee's name in the evaluation is a link to their self-evaluation for your review and to the Performance Log.

I-A. Completes work assi	gnments on time (Quality/Quantity of Work and Productivity)	
		Č. marka
	· · · ·	Comments
View 2024 Classified Self-Evaluation		
View Performance Log		
	• 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	
		(max. 3500 charac
LEISING E LINDA	• 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.	
View 2024 Classified Self-Evaluation	O 4- Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time.	
View Performance Log	O 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.	
	${ m O}$ 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.	
	${\sf O}$ 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	
View Performance Log	O 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.	
	${\sf O}$ 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	
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	O 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete.	
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	O 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	
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View Performance Log	m O 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete.	
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KARAM { NORMA	5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.	
	A. Completes work assignments on time*	Comments

As you complete the evaluation, track your numerical ratings for each question to create an accurate average for the overall rating question. The question is at the end of the evaluation form.

The screenshot below displays one employee being evaluated at a time:

25 videsktop.kent.edu/viEvalCommon/E	vlResultsUpdM.aspx?CompanyID=2005030305&UserRef=2544A44589834CD88108&EvalID=1026&FormID=09943C983FA8FF638FA9C6967045E35D2274D1956	55C966E1B 🕁	
Classified Performan	ce Evaluation	Autosave	form is enable
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In addition, there is a **sliding bar** to move the screen if there are two questions side by side. Please do not forget to slide the bar depending on your screen; you will not be able to advance to the next question.

Towards the end of the evaluation, you will be asked **"Did you review the performance evaluation with your employee?"** If you <u>have not</u> 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.

OR

Towards the end of the evaluation, you will be asked **"Did you review the performance evaluation with your employee?"** If you <u>have</u> reviewed the evaluation with your employee and made all additional changes, then select "Yes", and select the "Next" tab. The next page will allow you to type your name as the signature. Then your last step is to select "Finish and Submit". This will complete the evaluation process.

If at any time you have questions during this process, please contact Employee Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636