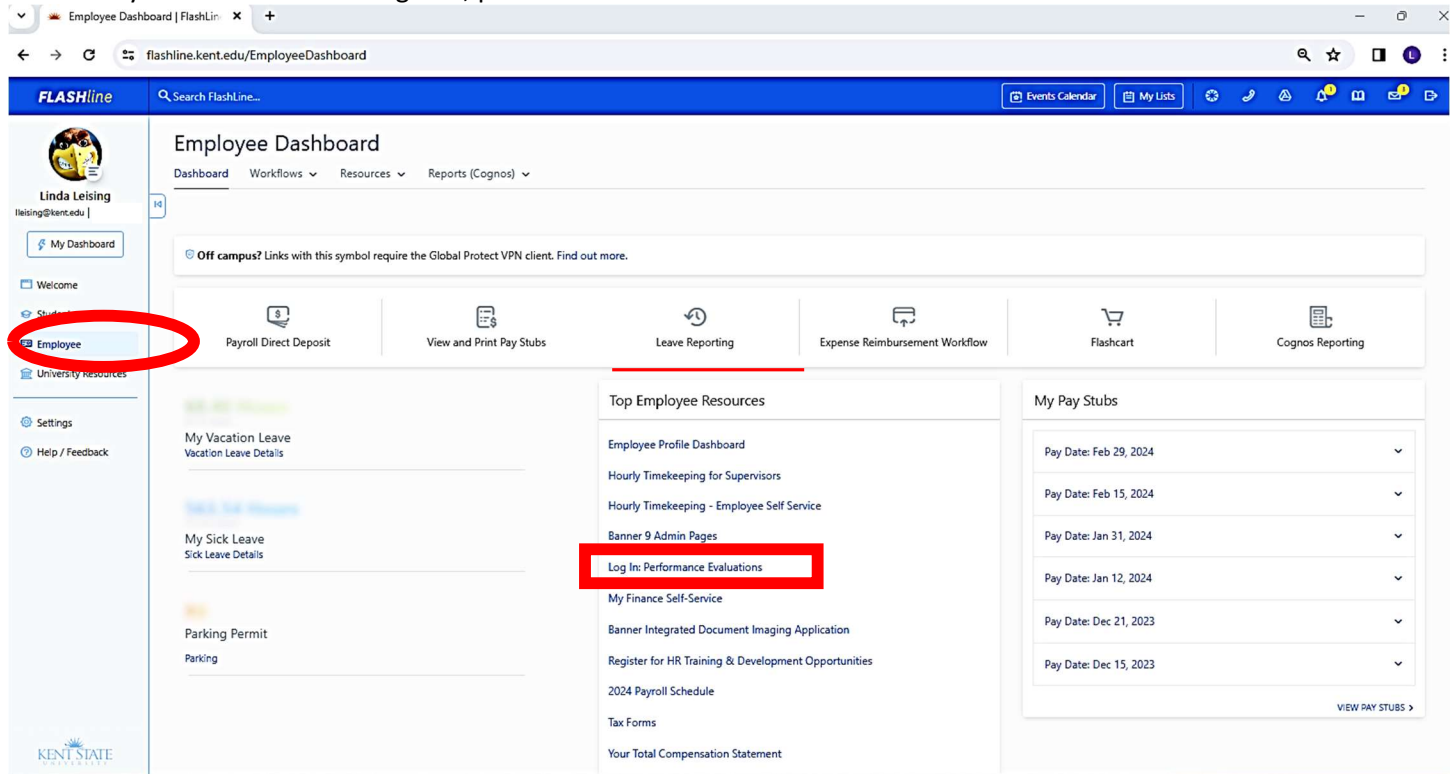


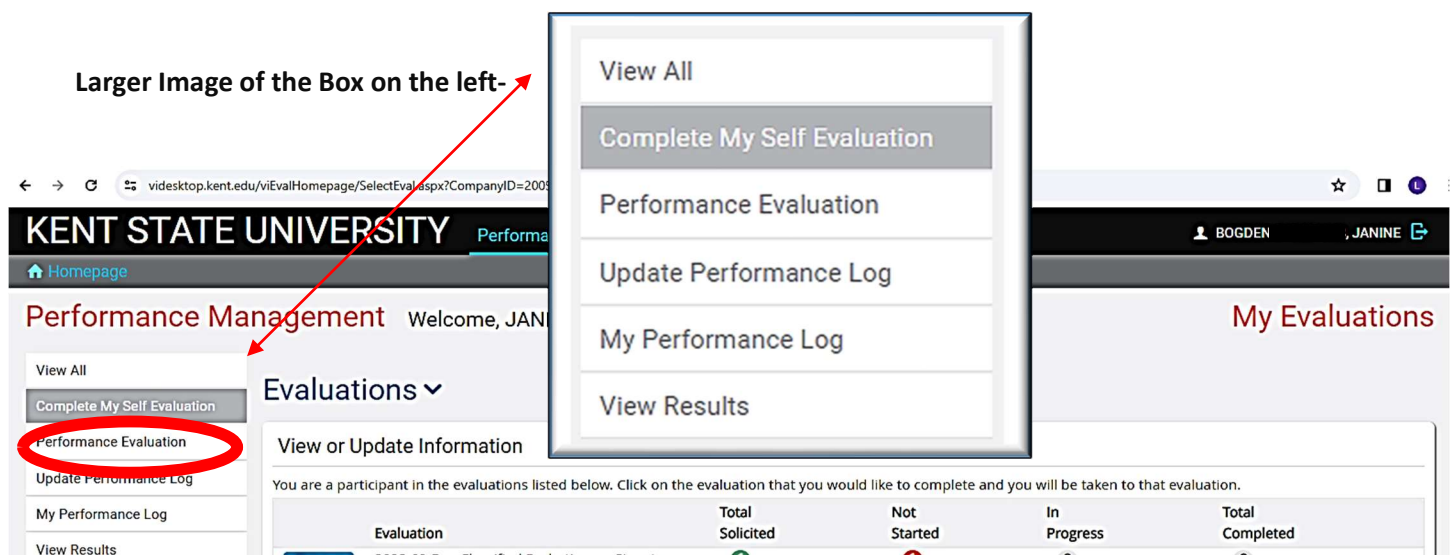
Training Aid III Evaluator (Supervisor) Completing a Classified Evaluation

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

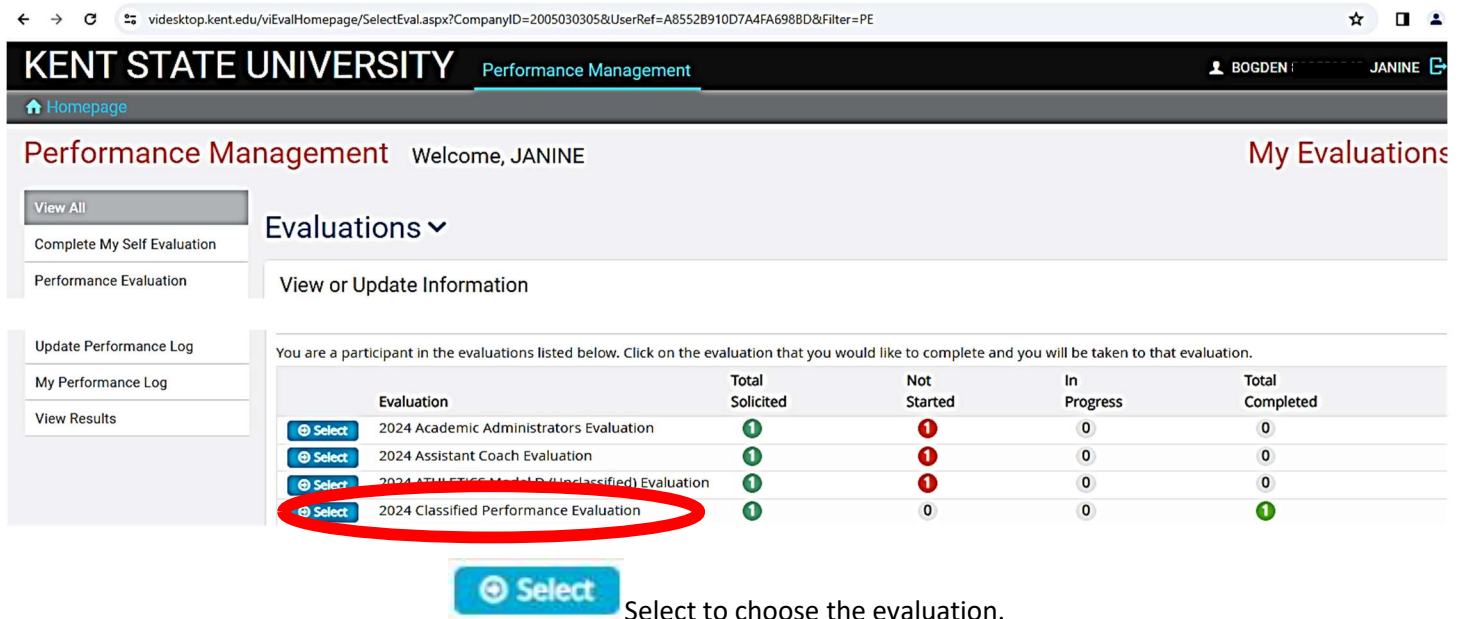
- Log into **FLASHline** with your **FLASHline** ID and **FLASHline** password,
- On the left side of the page select "Employee" then select "Dashboard"
- Under the box in the middle "Top Employee Resources" select "Log In: Performance Evaluations"
- Select the evaluation you would like to complete,
- If you need other training aids, please select "Information for Performance Evaluations"



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:



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.



KENT STATE UNIVERSITY Performance Management

BOGDEN JANINE

Performance Management Welcome, JANINE My Evaluations

View All
Complete My Self Evaluation
Performance Evaluation

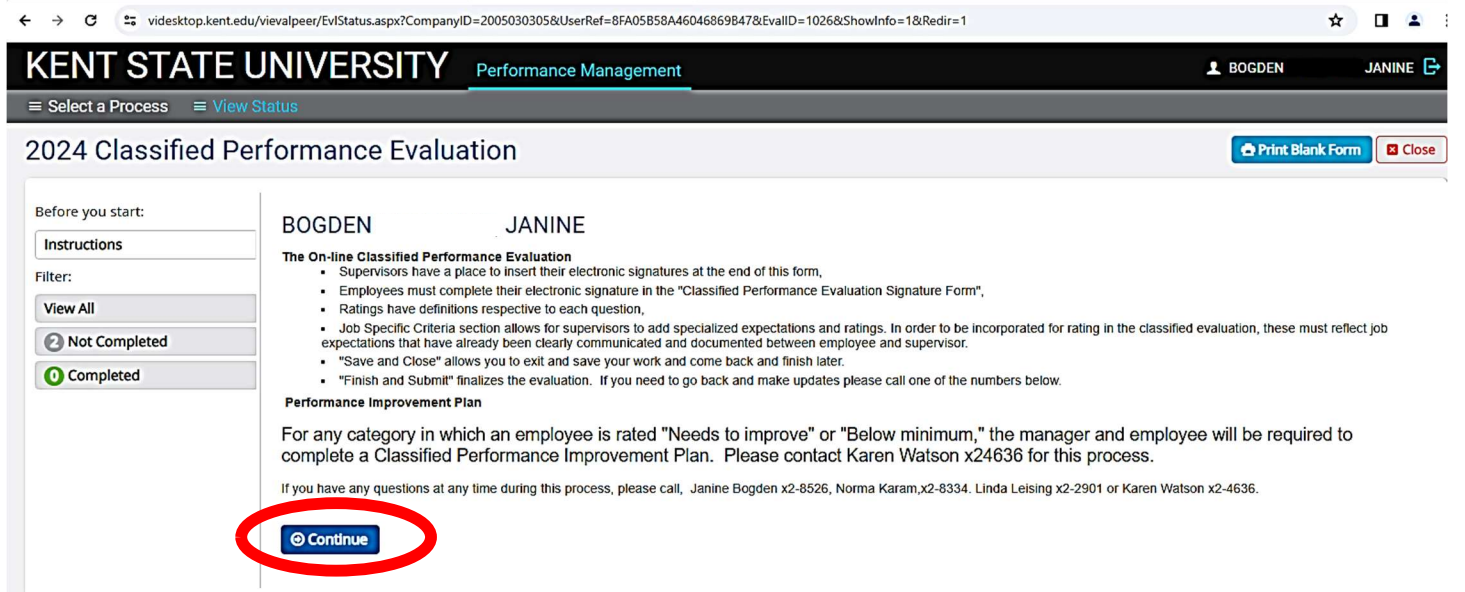
Evaluations ▾
View or Update Information

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
2024 Academic Administrators Evaluation	1	1	0	0
2024 Assistant Coach Evaluation	1	1	0	0
2024 ATU/ESC Model (Unclassified) Evaluation	1	1	0	0
2024 Classified Performance Evaluation	1	0	0	1

Select Select to choose the evaluation.

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



KENT STATE UNIVERSITY Performance Management

BOGDEN JANINE

Select a Process View Status

2024 Classified Performance Evaluation

Before you start:
Instructions

Filter:
View All
2 Not Completed
1 Completed

BOGDEN JANINE

The On-line Classified Performance Evaluation

- Supervisors have a place to insert their electronic signatures at the end of this form.
- Employees must complete their electronic signature in the "Classified Performance Evaluation Signature Form".
- Ratings have definitions respective to each question.
- Job Specific Criteria section allows for supervisors to add specialized expectations and ratings. In order to be incorporated for rating in the classified evaluation, these must reflect job expectations that have already been clearly communicated and documented between employee and supervisor.
- "Save and Close" allows you to exit and save your work and come back and finish later.
- "Finish and Submit" finalizes the evaluation. If you need to go back and make updates please call one of the numbers below.

Performance Improvement Plan

For any category in which an employee is rated "Needs to improve" or "Below minimum," the manager and employee will be required to complete a Classified Performance Improvement Plan. Please contact Karen Watson x24636 for this process.

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

Continue

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)

The screenshot shows the '2024 Classified Performance Evaluation' page. On the left, there's a sidebar with 'Before you start:' and filters for 'View All', 'Not Completed', and 'Completed'. The main area shows a list of employees. A red arrow points from the 'Select All' button to the 'View 2024 Classified Self-Evaluation' link for Norma Karam.

Action	Evaluatee	Type	Evaluator Status	Evaluator Last Update	Reports	Print	Average Overall Rating	Average Score
<input checked="" type="checkbox"/>	KARAM 810470624, NORMA	Solicited	In Progress	Feb 26, 2024	View Performance Log View 2024 Classified Self-Evaluation		5 - Often exceeds	
<input checked="" type="checkbox"/>	LEISING 811319775, LINDA	Solicited	In Progress	Feb 26, 2024	View Performance Log View 2024 Classified Self-Evaluation			



☒ Karam, Norma [View 2024 Classified Self-Evaluation](#)
(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)

[Select All](#) allows you to select all of your employees without manually checking the box next to each of their names

[Unselect All](#) allows you to de-select your employees

[Evaluate All Selected](#) 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:

[Prev](#) 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.

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

2024 Classified Performance Evaluation

Autosave form is enabled

I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)

		A. Completes work assignments on time*	Comments
KARAM I	NORMA	<input checked="" type="radio"/> 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline. <input type="radio"/> 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time. <input type="radio"/> 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete. <input type="radio"/> 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete. <input type="radio"/> 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	<div>(max. 3500 characters)</div>
LEISING I	LINDA	<input checked="" type="radio"/> 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline. <input type="radio"/> 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time. <input type="radio"/> 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete. <input type="radio"/> 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete. <input type="radio"/> 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	<div>(max. 3500 characters)</div>

Prev Save Save Draft and Close Next

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:

2024 Classified Performance Evaluation

Autosave form is enabled

I-A. Completes work assignments on time (Quality/Quantity of Work and Productivity)

		A. Completes work assignments on time*	Comments
KARAM I	NORMA	<input checked="" type="radio"/> 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline. <input type="radio"/> 4 - Consistently meets - Consistently meets expectations. Projects and assignments are always completed on time. <input type="radio"/> 3 - Usually meets - Generally meets expectations in all areas. Projects and assignments are occasionally late or incomplete. <input type="radio"/> 2 - Needs to improve - Often unacceptable, projects and assignments are periodically late or incomplete. <input type="radio"/> 1 - Below minimum - Unacceptable, projects and assignments are consistently late or incomplete.	<div>(max. 3500 characters)</div>

Prev Save Save Draft and Close Next

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 have not 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 have 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