

## Training Aid IV – How to Complete a Self-Evaluation

The *Classified Self-Evaluation* information begins on page 1.

The *Unclassified Self-Evaluation* information begins on page 4.

Training Aid I includes instructions and screenshots to log into the evaluation process through FLASHline.

Log into the evaluation process through FLASHline:

- Access FLASHline at: <https://login.kent.edu/>
- Use your **FLASHline ID** and **FLASHline** password to log in
- On the left side of the **FLASHline** page, select **"Employee"**
- Then select **"Dashboard"**
- In the middle of the Employee Dashboard page is a box titled **"Top Employee Resources"**, select the option **"Log in: Performance Evaluations"**

### How to Complete My Classified Self-Evaluation -

1. 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.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
<a href="#">Select</a> 2024 Classified Employee Self-Evaluation	1	0	0	1
<a href="#">Select</a> 2024 Classified Evaluation Signature Form	1	0	0	1
<a href="#">Select</a> 2024 Classified Probationary EXTENSION	1	1	0	0
<a href="#">Select</a> 2024 Classified Employee Self-Evaluation	1	1	0	0
<a href="#">Select</a> 2024 Classified Evaluation Signature Form	1	1	0	0
<a href="#">Select</a> 2024 Classified Probationary EXTENSION	1	1	0	0

2. To continue with the process click on the **'Select'** tab to the left of the **classified** self-evaluation. Classified evaluatees (employees) have one choice: 2024 Classified Employee Self Evaluation. The box on the left side of your Homepage is available for you to select a limited view of the performance process:

<a href="#">View All</a>	View All of the self-evaluation processes available to you.
<a href="#">Complete My Self Evaluation</a>	Only view the Self-Evaluation available to you
<a href="#">Update Performance Log</a>	Allows you to update your performance log
<a href="#">My Performance Log</a>	Allows you to add records to refer to in the future
<a href="#">View Results</a>	View Previous evaluations

3. After you have selected the classified self-evaluation form, the next screen will include the instructions to complete your classified self-evaluation. Select the 'Continue' button as shown in the screenshot below:

Before you start:

Instructions

Status:

View Status

KARAM 810470624, NORMA

In the first several sections, you will be asked to rate yourself according to specific categories of performance. These sections are:

- I. Quality and Quantity of Work/Productivity
- II. Knowledge of Job, Learning and Development
- III. Contact with Others
- IV. Supervisory Skills (if applicable)
- V. Job Specific Criteria

The Job Specific Criteria will give you the opportunity to add one or more Job Specific rating categories. In order to be incorporated for rating in the current year evaluation, these must reflect job expectations that have already been clearly communicated and documented between employee and supervisor.

If you are unable to complete an evaluation in one session, you can exit this form at any time by selecting "Save and Close" at the bottom of your screen. You can then log in at any future time and complete the evaluation.

\*\*Once you complete **Section VI, Overall Performance Rating** and select "Finish and Submit", you will not be able to go back into the evaluation and make any changes.\*\*

An email will be generated to your evaluator letting him/her know that the self-evaluation has been completed.

If you have any questions at any time during this process, please contact Karen Watson x24636, Linda Leising x22901, Janine Bogden x28526 or Norma Karam x28334.

[Continue](#)

4. The next page will allow you to complete your self-evaluation by selecting 'Update' as circled below in red:

Before you start:

Instructions

Status:

View Status

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Status

Click on the links below to view/update information

Name	Status	Last Update	Print
KARAM	Not Started		

[Update](#)

5. The screen below is an example of what the classified self-evaluation questions will look like. Select the rating and add comments as needed.

There are three (3) tabs at the bottom of each question:



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



Tab will return you to the page that allowed you to update this form. If you are interrupted during the completion of this form, select the 'Save and Close' tab this will save any selections and comments on that page.



This tab allows you to go to the next question.

6. Continue through the self-evaluation questions. At the end of the evaluation are three questions that allow you the opportunity to share important information with your supervisor.

After these questions, (they are not mandatory) you will view a 'Finish and Submit' tab. Select this tab and your self-evaluation is completed. Once submitted, your supervisor will receive an email sharing that you have completed your self-evaluation.

**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

## How to Complete My Unclassified Self-Evaluation- Once you have signed in through FLASHline:

1. 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 the you have met with your supervisor and the review is completed.
2. To continue with the process click on the '**Select**' tab to the left of the self-evaluation you wish to complete.

← → ↻ 📄 videsktop.kent.edu/vi/EvalHomepage/SelectEval.aspx?CompanyID=2005030305&UserRef=E809B94CB7024BB98529&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
 2024 Academic Administrators Self-Evaluation	1	1	0	0
 2024 Academic Administrators Signature Form	1	1	0	0
 2024 Assistant Coach Evaluation Signature Form	1	1	0	0
 2024 Assistant Coach Self-Evaluation	1	1	0	0
 2024 Model A (Unclassified) Employee Signature Form	1	1	0	0
 2024 Model A (Unclassified) Self-Evaluation	1	1	0	0
 2024 Model B (Unclassified) Employee Signature Form	1	1	0	0
 2024 Model B (Unclassified) Self-Evaluation	1	1	0	0
 2024 Model C (Unclassified) Employee Signature Form	1	1	0	0
 2024 Model C (Unclassified) Self-Evaluation	1	1	0	0
 2024 Model D (Unclassified) Employee Signature Form	1	1	0	0
 2024 Model D (Unclassified) Self-Evaluation	1	1	0	0

Top

Unclassified evaluatees (employees) have more choices, check with your supervisor to determine the correct model of self-evaluation to complete: 2024 Model A (Unclassified) Self-Evaluation

2024 Model B (Unclassified) Self-Evaluation  
2024 Model C (Unclassified) Self-Evaluation  
2024 Model D (Unclassified) Self-Evaluation  
(Your ratings and comments should be transferred to the Model D evaluation form completed by your supervisor)

**OR**

2024 Academic Administrators Self-Evaluation  
2024 Head Coach Self-Evaluation  
2024 Assistant Coach Self-Evaluation

The box on the left side of your Homepage is available for you to select a limited view of the performance process:

View All

**Complete My Self Evaluation**

Update Performance Log

My Performance Log

View Results

**View All of the self-evaluation processes available to you.**

**Only view the Self-Evaluation available to you**

**Allows you to update your performance log**

**Allows you to add records to refer to in the future**

**View Previous evaluations**

3. After you have selected the correct unclassified self-evaluation form the next screen will include a review of the ratings listed in your self-evaluation. Select the ‘Continue’ button as shown in the screenshot below:

← → ↻ videsktop.kent.edu/viewself/EvlStatus.aspx?CompanyID=2005030305&UserRef=663CEF7A02584E1AAEF9&EvalID=1015&ShowInfo=1&Redir=1 ☆ □ ⓘ

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Select a Process View Status

2024 Model A (Unclassified) Self-Evaluation

Print Blank Form Close

Before you start:

Instructions

Status:

View Status

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The Unclassified Employee Self-Evaluation has been produced as an online application.  
If you are unable to complete an evaluation in one session, you can exit this form at any time by selecting "Save and Close" at the bottom of your screen. You can then log in at any future time and complete the evaluation.  
  
\*\*Once you complete **Supplemental Questions Section** and select "Finish and Submit", you will not be able to go back into the evaluation and make any changes.\*\*  
An email will be generated to your evaluator letting him/her know that the self-evaluation has been completed.  
  
If you have any questions at any time during this process, please contact Employee Relations at 330-672-4636 Karen Watson, 330-672-2901, Linda Leising 330-672-8526, Janine Bogden or 330-672-8334 Norma Karam.

Continue

4. The next page will allow you to complete your self-evaluation by selecting ‘Update’ as circled below in red:

← → ↻ videsktop.kent.edu/viewself/EvlStatus.aspx?CompanyID=2005030305&UserRef=6F70EE9326D74832906C&EvalID=1015&ShowInfo=1&Redir=1 ☆ □ ⓘ

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KARAM NORMA

Select a Process View Status

2024 Model A (Unclassified) Self-Evaluation

Print Blank Form Close

Before you start:

Instructions

Status:

View Status

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Status

Print Status

Click on the links below to view/update information

Status	Last Update	Reports	Print
Not Started		View Performance Log	

Update

5. The screen below is an example of what the unclassified self-evaluation questions will look like. Select the rating you agree with and add comments as needed.

2024 Model A (Unclassified) Self-Evaluation

Evaluator: NORMA KARAM

5% Completed

[View Performance Log](#) [Close Popup](#)

**I. CORE COMPETENCIES** Required \*

**A. JOB KNOWLEDGE**

Rate your knowledge, skills, and abilities relative to the performance of job duties. Comment on your desire to increase your job knowledge through formal or informal study, seminars, readings and other endeavors.

**A. JOB KNOWLEDGE \***

☐ 5 - Outstanding ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Approaches Expectations ☐ 1 - Unsatisfactory

Explanation/Comments

Spell Check (max. 3000 characters)

[Prev](#) [Save and Close](#) [Next](#)

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.

6. Continue through the self-evaluation questions. At the end of the evaluation are three questions that allow you the opportunity to share important information with your supervisor.

After these questions (they are not mandatory) you will view a **Finish and Submit** tab. Select this tab and your self-evaluation is completed.

Once submitted, your supervisor will receive an email sharing that you have completed your self-evaluation.

If at any time, you 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**