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.

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:

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:
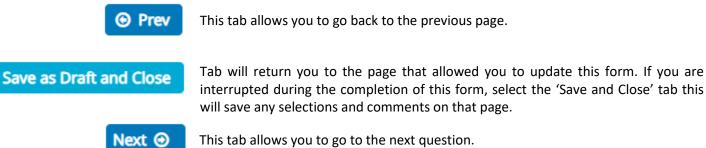

4. The next page will allow you to complete your self-evaluation by selecting '**Update**' as circled below in red:

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 <u>Unclassified Self-Evaluation</u>-
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.

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:

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:

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

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.

There are three tabs under the questions:

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

   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.

   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