

The Unclassified Signature Form Instructions begin on **page 4**.

See Training Aid I for instructions on how to log into the evaluation process through FLASHline.

**How to Complete My Classified Signature Form:**

1. **Meet with your supervisor and review your evaluation.** Once your supervisor has completed all the updates to your evaluation it is time to complete your evaluation signature form.

2. 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”**

3. As the evaluatee (employee), you should be directed to the Homepage, which lists the signature form you should complete as an employee, **which should only be accessed after the you have met with your supervisor** and the review meeting is completed. The ‘Select’ tab to the left of the 2024 Classified Evaluation Signature Form will allow you to begin completing the signature form.

The screenshot shows the KENT STATE UNIVERSITY Performance Management interface. The user is logged in as NORMA. The page displays a list of evaluations under the heading 'Evaluations'. A table lists various evaluation forms with columns for 'Total Solicited', 'Not Started', 'In Progress', and 'Total Completed'. The '2024 Classified Evaluation Signature Form' is highlighted with a red circle, and its 'Select' button is also circled in red.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
<a href="#">Select</a> 2023 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> 2023 150-Day Classified Probationary Signature Form (Emergency Services Dispatcher and Supervisor) - 6 month probation	1	1	0	0
<a href="#">Select</a> 2023 200-Day Classified Probationary Signature Form (STUDENT ACCOUNT REPRESENTATIVE I & II AND STUDENT ACCOUNT REPRESENTATIVE COORDINATOR)	1	1	0	0
<a href="#">Select</a> 2023 60-Day Classified Probationary Signature Form	1	0	0	1
<a href="#">Select</a> 2023 60-Day Classified Probationary Signature Form (Emergency Services Dispatcher and Supervisor) - 6 month probation	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

4. The next page allows the process to continue by selecting the ‘**Sign your evaluation**’ tab at the left under Action.

videsktop.kent.edu/viewself/EvlStatus.aspx?CompanyID=2005030305&UserRef=71AFD5D0367B4017A83C&EvalID=1028&ShowInfo=1&Redir=1

**KENT STATE UNIVERSITY** Performance Management

KARAM [ ] NORMA

Select a Process View Status

2024 Classified Evaluation Signature Form Print Blank Form Close

KARAM [ ] NORMA

Status Print Status

Click on the link below to view and sign your evaluation

Action	Status	Last Update	Reports	Print
<a href="#">Sign your evaluation</a>	Not Started		2024 Classified Employee Evaluation	

5. If your supervisor has selected the Finish and Submit tab at the end of your evaluation you should be able to view the complete evaluation with ratings and comments as shown below. Review all the questions, ratings and comments by **scrolling down** to the bottom of the evaluation form. At the bottom is a tab to continue the process. Select **'Next'**.

videsktop.kent.edu/vi/EvalCommon/EvlResultsStart.aspx?CompanyID=2005030305&UserRef=45B1DE42B40F409DB482&EvalID=1028&Navigate=1&FormID=93C5FFD010E73C994D12787E05FC86D0988CE70...

2024 Classified Evaluation Signature Form

Evaluator: NORMA KARAM [ ]

**2024 Classified Performance Evaluation**

Evaluator: JANINE BOGDEN [ ] Evaluatee: NORMA KARAM [ ] Completed

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

A. Completes work assignments on time

- 5 - Often exceeds - Greatly exceeds expectations and objectives. Projects and assignments are frequently completed before deadline.

I-B. Completes work assignments accurately (Quality/Quantity of Work and Productivity)

B. Completes work assignments accurately

- 5 - Often exceeds - Performs work at the highest level of accuracy with little or no supervision required. Mistakes are extremely rare, yet minor.

I-C. Communicates information accurately both verbally and in writing (Quality/Quantity of Work and Productivity)

C. Communicates information accurately both verbally and in writing

- 5 - Often exceeds - Outstanding ability to communicate ideas and pertinent information to others accurately.

I-D. Follows instructions (Quality/Quantity of Work and Productivity)

D. Follows instructions

- 5 - Often exceeds - Excellent understanding of job assignments and duties. Extremely knowledgeable at all times.

I-E. Observes work time responsibly (Quality/Quantity of Work and Productivity)

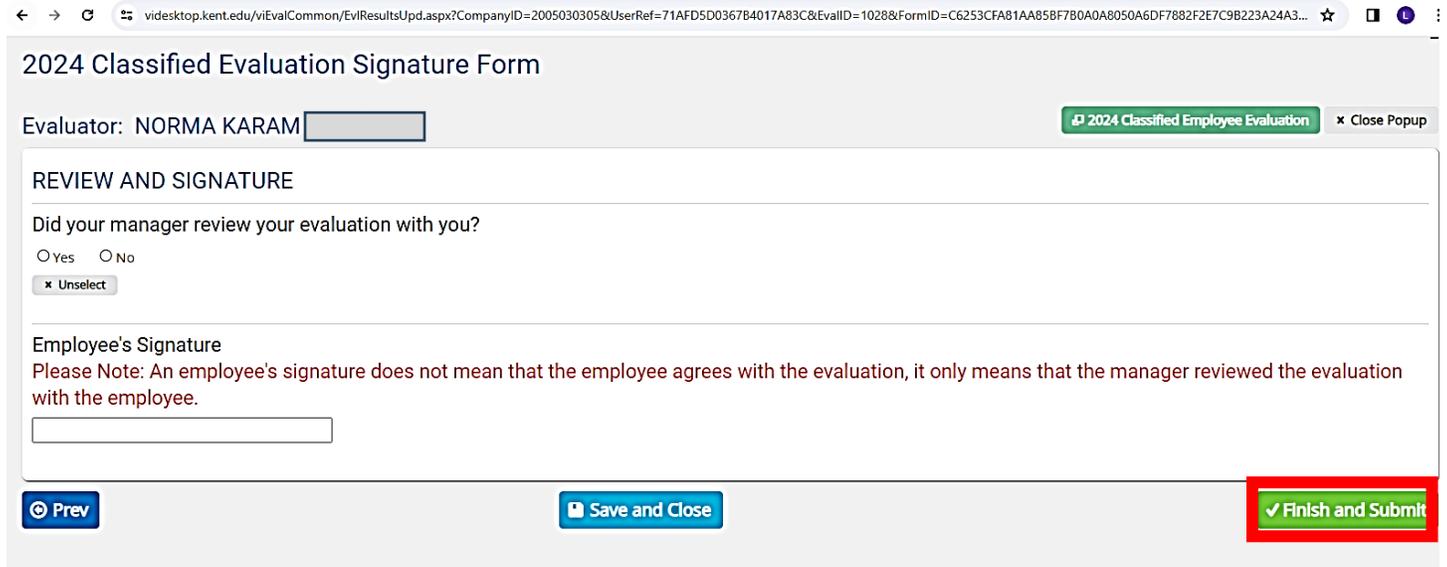
VIII. Additional opportunities for development of staff:

The university is strongly encouraging our staff to complete trainings regarding **diversity, equity and inclusion**. (Visit Diversity Education and Training Lab Offerings) In addition, supervisors should provide opportunities for staff to enhance their job-related knowledge and skill set. It is suggested that these goals be a focus in each performance evaluation period going forward. Trainings may involve facilitator-led sessions, webinars, pre-recorded presentations, and other options. (Visit HR Training & Development Calendar).

- What specific opportunities have been provided (i.e. trainings your department has organized, requested or supported, etc.) to expand diversity, equity and inclusion capacity/expertise for this staff member?
  - .
- What specific opportunities have been provided (i.e. trainings your department has organized, requested or supported, etc.) to this staff member to enhance their job related knowledge and skill set?
  - .
- What opportunities for promotions might occur over the next three years?
  - .

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6. Answer the question about the review of your evaluation and type your name in the signature box, then select 'Finish and Submit'



2024 Classified Evaluation Signature Form

Evaluator: NORMA KARAM

2024 Classified Employee Evaluation Close Popup

REVIEW AND SIGNATURE

Did your manager review your evaluation with you?

Yes  No

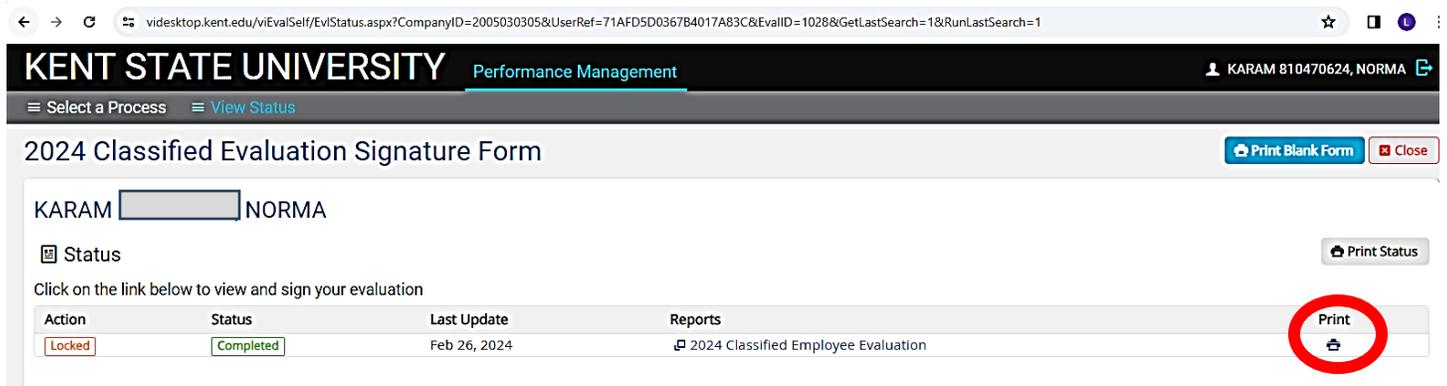
Unselect

Employee's Signature

Please Note: An employee's signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

Prev Save and Close Finish and Submit

7. The next page will allow you to print the completed evaluation, which includes your supervisor's signature and your signature. Select the printer icon:



2024 Classified Evaluation Signature Form

Print Blank Form Close

KARAM NORMA

Status Print Status

Click on the link below to view and sign your evaluation

Action	Status	Last Update	Reports	Print
Locked	Completed	Feb 26, 2024	2024 Classified Employee Evaluation	Print

If the supervisor **has not completed the evaluation**, you will see the following screen at the beginning of the process and when you select the link under reports the evaluation the questions/responses will not be visible to you. Contact your supervisor and ask them to select the 'Finish and Submit' tab at the bottom of the evaluation. If the supervisor has completed this process, please call one of us at Employee and Labor Relations: Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636.

Browser address bar: videsktop.kent.edu/vievalself/EvlStatus.aspx?CompanyID=2005030305&UserRef=C58050C4F7124F788493&EvalID=1028&ShowInfo=1&Redir=1

KENT STATE UNIVERSITY Performance Management KARAM 810470624, NORMA

Select a Process View Status

### 2024 Classified Evaluation Signature Form

[Print Blank Form](#) [Close](#)

KARAM  NORMA

Status [Print Status](#)

Click on the link below to view and sign your evaluation

Action	Status	Last Update	Reports	Print
<a href="#">Sign your evaluation</a>	Not Started		2024 Classified Employee Evaluation	<a href="#">Print</a>

***No questions or responses show your supervisor did not do the evaluation. DO NOT SIGN!***

Browser address bar: videsktop.kent.edu/viEvalCommon/EvlResultsUpd.aspx?CompanyID=2005030305&UserRef=7624564D079743439733&EvalID=1028&FormID=943871DEA1192807FE76374F680AB3D7CED38842C766B6...

### 2024 Classified Evaluation Signature Form

Evaluator: NORMA KARAM  [2024 Classified Employee Evaluation](#) [Close Popup](#)

#### REVIEW AND SIGNATURE

Did your manager review your evaluation with you?

Yes  No

[Unselect](#)

Employee's Signature

Please Note: An employee's signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

[Prev](#) [Save and Close](#) [Finish and Submit](#)

## How to Complete My Unclassified Signature Form:

1. **Meet with your supervisor and review your evaluation.** Once your supervisor has completed all the updates to your evaluation it is time to complete your evaluation signature form.
2. 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”**
3. As the evaluatee (employee), you should be directed to the Homepage, which lists the signature form you should complete as an employee, which should only be accessed after you have met with your supervisor and the review meeting is completed. The **‘Select’** tab to the left of the correct 2024 Model A, B C, or D Unclassified Evaluation Signature Form will allow you to begin completing the signature form.

This employee’s supervisor has completed the Model A Evaluation so the employee will complete Model A Signature Form:

The screenshot shows the KENT STATE UNIVERSITY Performance Management interface. The user is logged in as NORMA. The page displays a list of evaluations under the heading 'Evaluations'. A table lists various evaluation forms with columns for 'Evaluation', 'Total Solicited', 'Not Started', 'In Progress', and 'Total Completed'. The '2024 Model A (Unclassified) Employee Signature Form' is highlighted with a red circle around the 'Select' button and a red underline.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
<a href="#">Select</a> 2023 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> 2023 150-Day Classified Probationary Signature Form (Emergency Services Dispatcher and Supervisor) - 6 month probation	1	1	0	0
<a href="#">Select</a> 2023 200-Day Classified Probationary Signature Form (STUDENT ACCOUNT REPRESENTATIVE I & II AND STUDENT ACCOUNT REPRESENTATIVE COORDINATOR)	1	1	0	0
<a href="#">Select</a> 2023 60-Day Classified Probationary Signature Form	1	0	0	1
<a href="#">Select</a> 2023 60-Day Classified Probationary Signature Form (Emergency Services Dispatcher and Supervisor) - 6 month probation	1	1	0	0
<a href="#">Select</a> 2024 Model A (Unclassified) Employee Signature Form	1	1	0	0
<a href="#">Select</a> 2024 Model A (Unclassified) Self-Evaluation	1	1	0	0
<a href="#">Select</a> 2024 Model B (Unclassified) Employee Signature Form	1	1	0	0
<a href="#">Select</a> 2024 Model B (Unclassified) Self-Evaluation	1	1	0	0
<a href="#">Select</a> 2024 Model C (Unclassified) Employee Signature Form	1	1	0	0
<a href="#">Select</a> 2024 Model C (Unclassified) Self-Evaluation	1	1	0	0
<a href="#">Select</a> 2024 Model D (Unclassified) Employee Signature Form	1	1	0	0
<a href="#">Select</a> 2024 Model D (Unclassified) Self-Evaluation	1	1	0	0

4. The next page allows the process to continue by selecting the 'Update' tab at the left under Action.

KENT STATE UNIVERSITY Performance Management KARAM 810470624, NORMA

Select a Process View Status

### 2024 Model A (Unclassified) Employee Signature Form

Print Blank Form Close

KARAM [redacted], NORMA

Status Print Status

Click on the links below to view/update information

Action	Status	Last Update	Reports	Print
<a href="#">Update</a>	Not Started		<a href="#">View 2024 Model A Performance Evaluation</a>	<a href="#">Print</a>

5. If your supervisor has selected the 'Finish and Submit' tab at the end of your evaluation, you can view the complete evaluation with ratings and comments as shown below. Review all the questions, ratings, and comments by scrolling down to the bottom of the evaluation form. At the bottom is a tab to continue the process. Select 'Next'.

KENT STATE UNIVERSITY Performance Management KARAM 810470624, NORMA

Select a Process View Status

### 2024 Model A (Unclassified) Employee Signature Form

Print Blank Form Close

KARAM [redacted], NORMA

Status Print Status

Click on the links below to view/update information

Action	Status	Last Update	Reports	Print
<a href="#">Update</a>	Not Started		<a href="#">View 2024 Model A Performance Evaluation</a>	<a href="#">Print</a>

Evaluator: NORMA KARAM [redacted]

### 2024 Model A (Unclassified) Evaluation

Evaluator: JANINE BOGDEN [redacted] Evaluatee: NORMA KARAM [redacted] Completed

**I. CORE COMPETENCIES**

**A. JOB KNOWLEDGE**  
Rate the staff member's knowledge, skills, and abilities relative to the performance of job duties. Comment on the staff member's desire to increase their job knowledge through formal or informal study, seminars, readings and other endeavors.

**A. JOB KNOWLEDGE**  
● 5 - Outstanding

**I. CORE COMPETENCIES**

**B. ACHIEVEMENTS AND ACCOMPLISHMENTS**  
Rate the level of achievement by the staff member. Evaluate the employee's ability to yield results in spite of workload demands. Appraise the staff member's contribution to the department and/or division in terms of specific projects, goals, or objectives attained during the rating period.

**B. ACHIEVEMENTS / ACCOMPLISHMENTS**  
● 5 - Outstanding

**I. CORE COMPETENCIES**

**C. COOPERATION WITH OTHERS**  
Rate the staff member's effectiveness in creating and maintaining harmonious working relationships with other employees and departments as well as the public. Appraise the employee's alertness to lines of

### Additional opportunities for development of staff:

The university is strongly encouraging our staff to complete trainings regarding diversity, equity and inclusion. (Visit [Diversity Education and Training Lab Offerings](#)) In addition, supervisors should provide opportunities for staff to enhance their job-related knowledge and skill set. It is suggested that these goals be a focus in each performance evaluation period going forward. Trainings may involve facilitator-led sessions, webinars, pre-recorded presentations, and other options. (Visit [HR Training & Development Calendar](#)).

1. What specific opportunities have been provided (i.e. trainings your department has organized, requested or supported, etc.) to expand diversity, equity and inclusion capacity/expertise for this staff member?  
.
2. What specific opportunities have been provided (i.e. trainings your department has organized, requested or supported, etc.) to this staff member to enhance their job related knowledge and skill set?  
.
3. What opportunities for promotions might occur over the next three years?  
.

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6. Answer the question regarding the review of your evaluation and type your name in the signature box, then select **'Finish and Submit'**

2024 Model A (Unclassified) Employee Signature Form

Evaluator: NORMA KARAM

[View 2024 Model A Performance Evaluation](#) [Close Popup](#)

**REVIEW AND SIGNATURE**

Did your manager review your evaluation with you?

Yes  
 No  
 Unselect

Employee's Signature  
Please Note: An employee's signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

[Prev](#) [Save and Close](#) [Finish and Submit](#)

7. The next page will **allow you to print** the completed evaluation, which includes your supervisor's signature and your signature. Select the **printer** icon:

2024 Model A (Unclassified) Employee Signature Form

[Print Blank Form](#) [Close](#)

KARAM  NORMA

[Status](#) [Print Status](#)

Click on the links below to view/update information

Action	Status	Last Update	Reports	Print
Locked	Completed	Feb 26, 2024	<a href="#">View 2024 Model A Performance Evaluation</a>	<a href="#">Print</a>

If the supervisor **has not completed the evaluation**, you will see the following screen (page 8) at the beginning of the process and the questions/responses will not be visible to you when you select the link under Reports. Contact your supervisor and ask them to select the 'Finish and Submit' tab at the bottom of the evaluation. If the supervisor has completed this process, please call one of us at Employee and Labor Relations: **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636 to reset the signature form for you.**

← → ↻ videsktop.kent.edu/viewself/EvlStatus.aspx?CompanyID=2005030305&UserRef=81C4DEFE0B404D8693E98&EvalID=1016&ShowInfo=1&Redir=1 ☆ 📄 🗂 ⌵

**KENT STATE UNIVERSITY** Performance Management KARAM 810470624, NORMA

Select a Process View Status

### 2024 Model A (Unclassified) Employee Signature Form Print Blank Form Close

KARAM [ ] NORMA

Status Print Status

Click on the links below to view/update information

Action	Status	Last Update	Reports	Print
<a href="#">Update</a>	Not Started		<a href="#">View 2024 Model A Performance Evaluation</a>	

**No questions or responses below show supervisor did not do the evaluation. DO NOT SIGN!**

Evaluator: NORMA KARAM [ ] View Other Processes Close Popup

#### 1. REVIEW AND SIGNATURE

1. Did your manager review your evaluation with you?

Yes  
 No  
 Unselect

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#### 2. Employee's Signature

Please Note: An employee's signature does not mean that the employee agrees with the evaluation, it only means that the manager reviewed the evaluation with the employee.

[ ]

[Prev](#) [Save and Close](#) [Finish and submit](#)