

Training Aid VI How to use the Performance Log - Evaluators (Supervisors)

1. Select the **"Update Performance Log"** tab on the left side of the page. *Performance Log can also be seen in the "View All" tab.* The Performance Log should list the names of all the employees that you supervise and evaluate whether they are unclassified or classified.
If this list is incorrect, please notify **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636**

KENT STATE UNIVERSITY Performance Management

Performance Management Welcome, JANINE My Evaluations

View All
Complete My Self Evaluation
Performance Evaluation
Update Performance Log
My Performance Log
View Results

Update Performance Log ▾

View or Update Information

You are a team leader in the evaluations listed below and have been given access to update performance. To update performance, click on any employee below and you will be taken in to the update performance screen.

KARAM 810470624, NORMA	LEISING 811319775, LINDA	WATSON 800240334, KAREN
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2. Select the employee's name.
3. Enter a **Subject** and **Comments**.

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Performance Log Print Close

KARAM 810470624, NORMA

Add a Record ▾

Subject: [Text Area]

Comments: [Rich Text Editor]

Upload Document: Choose File No file chosen

Add Clear

4. If there is a related document saved on your computer you may also upload it for quick reference.

- a. Select "Choose file" button beside **"Upload Document"** to find the file or document you want to upload
 - b. Highlight the file and select "Open" to attach.
- Currently, documents in .DOC, .XLS and .PDF are the only formats that can be uploaded.

The screenshot shows the 'Performance Log' page for 'KARAM 810470624, NORMA'. The 'Add a Record' section contains a form with a 'Subject' field and a 'Comments' text area. The 'Comments' area is highlighted with a red circle. Below the text area is an 'Upload Document' section with a 'Choose File' button and 'No file chosen' text. At the bottom right of the form are 'Add' and 'Clear' buttons. A red arrow points from the 'Add' button to the 'Comments' area.

5. Select "Add". Once the comment has been saved, you will see **"The performance log has been successfully added"**, and the comment will appear below. See example of a comment on page 3.

The screenshot shows the 'Performance Log' page for 'KARAM 810470624, NORMA' after a successful submission. A green message box at the top of the form area says 'The record has been successfully added.' and is highlighted with a red circle. The 'Add a Record' section contains a form with a 'Subject' field and a 'Comments' text area. The 'Comments' area is highlighted with a red circle. Below the text area is an 'Upload Document' section with a 'Choose File' button and 'No file chosen' text. At the bottom right of the form are 'Add' and 'Clear' buttons.

View Report ▾

Updated By▲	Last Update▼	Subject	Comments	
+ Filter	+ Filter	+ Filter	+ Filter	
BOGDEN [REDACTED], JANINE				
	Feb 26, 2024	Customer Service	On February 26, 2024 Norma went above and beyond for the team while a key player was absent.	Update Delete
	Mar 28, 2023	2023 Performance Log	Test	Update Delete
		2023 Performance Log	Test	Update Delete
	Apr 18, 2022			
				Document Update Delete

< Prev Next > Page: 1 ▾ 1-1 of 1 record(s)

Notice that this employee has one notation about them. This record can be updated or deleted by the creator. If an employee has two evaluators assigned, or a previous evaluator has made a note, the note can be seen by all evaluator(s) currently supervising that employee, however, deletions and updates can only be made by the creator.

6. Select "Homepage" in the top left corner to return to the other tabs.