

Training Aid VII How to Pull Prior Year Evaluations

1. After logging into viDesktop through FLASHline, click on “View All” on the left-hand side.

Browser address bar: videsktop.kent.edu/viEvalHomepage/SelectEval.aspx?CompanyID=2005030305&UserRef=CBE4BD247BB04FECA223&Filter=SE

KENT STATE UNIVERSITY Performance Management BOGDEN JANINE

Homepage

Performance Management Welcome, JANINE My Evaluations

View All (circled in red)

Complete My Self Evaluation

Performance 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
Select	2023 120-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9-month probationary period)	1	1	0	0
Select	2023 150-day Classified Probationary Performance Evaluation (Emergency Services Dispatcher and Supervisor) - 6 Month Probation	1	1	0	0
Select	2023 200-Day Classified Probationary Performance Evaluation (STUDENT ACCOUNT REPRESENTATIVE I & II and STUDENT ACCOUNT REPRESENTATIVE COORDINATOR) (9 Month Probation)	1	1	0	0
Select	2023 60-Day Classified Probationary Performance Evaluation	1	0	0	1
Select	2023 60-Day Classified Probationary Performance Evaluation (Emergency Services	1	0	0	1
Select	2024 Model A (Unclassified) Evaluation	2	1	0	1
Select	2024 Model A (Unclassified) Self-Evaluation	1	0	1	0
Select	2024 Model B (Unclassified) Employee Signature Form	1	0	1	0
Select	2024 Model B (Unclassified) Evaluation	2	2	0	0
Select	2024 Model B (Unclassified) Self-Evaluation	1	1	0	0
Select	2024 Model C (Unclassified) Employee Signature Form	1	1	0	0
Select	2024 Model C (Unclassified) Evaluation	2	2	0	0
Select	2024 Model C (Unclassified) Self-Evaluation	1	1	0	0
Select	2024 Model D (Unclassified) Employee Signature Form	1	1	0	0
Select	2024 Model D (Unclassified) Evaluation	2	2	0	0
Select	2024 Model D (Unclassified) Self-Evaluation	1	1	0	0

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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 : I, NORMA LEISING , LINDA WATSON KAREN

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View Results

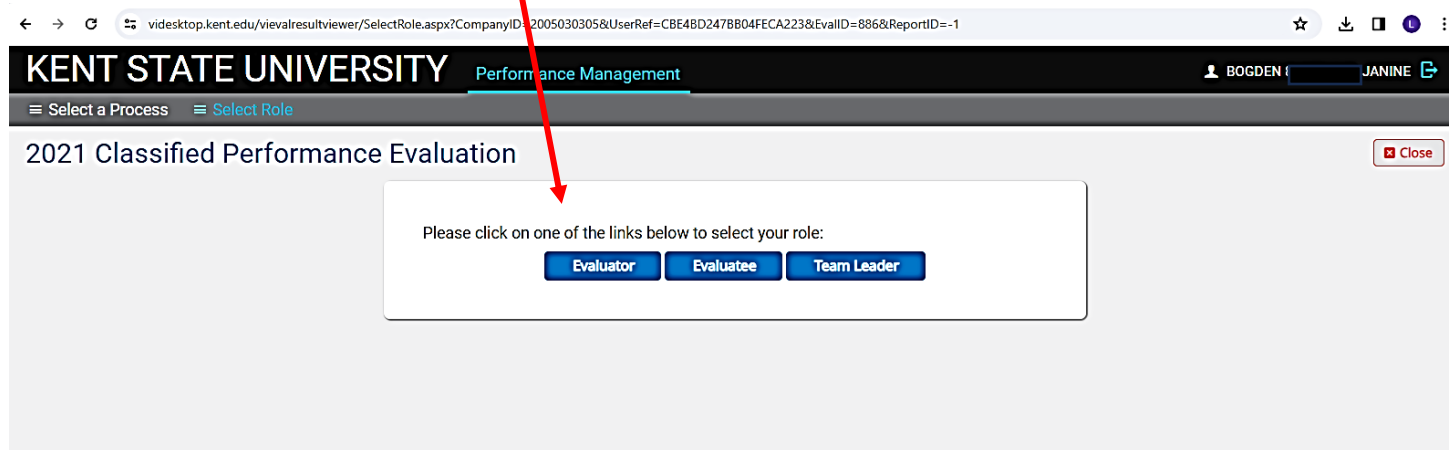
View or Update Information

You have been given access to view the results of the evaluations listed below. To view the results of any of the evaluations below, click on the evaluation and you will be taken to the results viewer screen.

	Evaluation
Select	2018 120-Day (9-month) Classified Probationary Performance Evaluation (Student Account Representative I & II and Student Account Representative Coordinator)
Select	2018 120-Day Classified Probationary Signature Form (Student Loan Specialist and Student Accounts Receivable Specialist)
Select	2018 150-Day Classified Probationary Signature Form (Police Dispatcher)
Select	2018 150-day Day Classified Probationary Performance Evaluation (Police Dispatcher)
Select	2018 200-Day Classified Probationary Performance Evaluation (Student Account Representative I & II and Student Account Representative Coordinator)
Select	2018 200-Day Classified Probationary Signature Form (Student Loan Specialist and Student Accounts Receivable Specialist)
Select	2018 60-Day Classified Probationary Signature Form (Police Dispatcher)
Select	2018 60-Day Classified Probationary Performance Evaluation

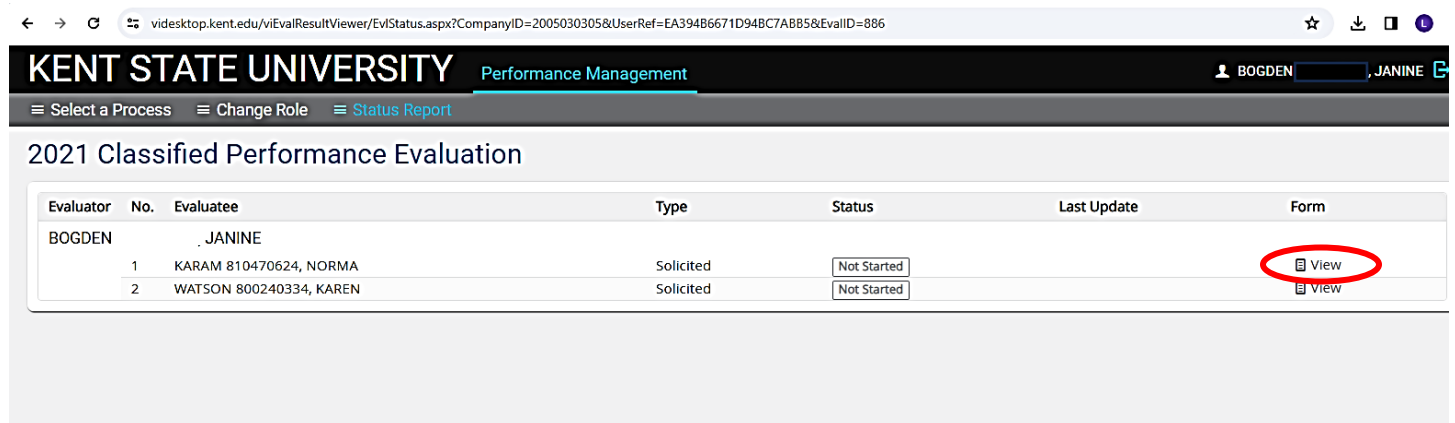
2. Scroll down to “View Results”.

3. Select the evaluation year and model evaluation that you would like to view. (i.e. 2021 Classified Performance Evaluation)
4. Select “Evaluator” on this screen.



The screenshot shows the Kent State University Performance Management interface. The user is logged in as BOGDEN, JANINE. The page title is "2021 Classified Performance Evaluation". A modal box prompts the user to "Please click on one of the links below to select your role:" with three buttons: "Evaluator", "Evaluatee", and "Team Leader". A red arrow points to the "Evaluator" button.

5. On this screen you will see any employee linked to you in this process and if any are completed by you, you will be able to click “View.”



The screenshot shows the Kent State University Performance Management interface. The user is logged in as BOGDEN, JANINE. The page title is "2021 Classified Performance Evaluation". The table displays the following data:

Evaluator	No.	Evaluatee	Type	Status	Last Update	Form
BOGDEN		JANINE				
	1	KARAM 810470624, NORMA	Solicited	Not Started		View
	2	WATSON 800240334, KAREN	Solicited	Not Started		View

6. If you were not the evaluation supervisor, you will not be able to pull the prior year's evaluations. Please contact Employee Relations and we will be happy to email you the evaluations that you wish to view. **Norma Karam at x2-8334, Janine Bogden at x2-8526, Linda Leising at x2-2901 or Karen Watson at x2-4636**