The Evaluation Homepage-Evaluatees

Log in at https://videsktop.kent.edu/viEvalHomepage/login.aspx

Once you are logged in to the evaluation site, you will see six tabs on the left hand side of the Homepage:

1. **View All Tab** - by default you will begin in the “View All” Tab
2. **Complete My Self Evaluation Tab** - To view all self-evaluations you have access to complete for yourself
3. **Performance Evaluation Tab** - Select this to view all evaluations you have access complete for employees you supervise.
4. **My Performance Log** – Your personal log to record special projects, training, etc. throughout the year.
5. **Update Performance Log Tab** - Managers may now keep a log of events, projects, discussions, etc throughout the year and refer to it for the evaluation process.
6. **View Results Tab** - Select this to view your employees’ self evaluation, or previous year evaluation.

*You may not have all of the tabs shown. There are two examples below.*