

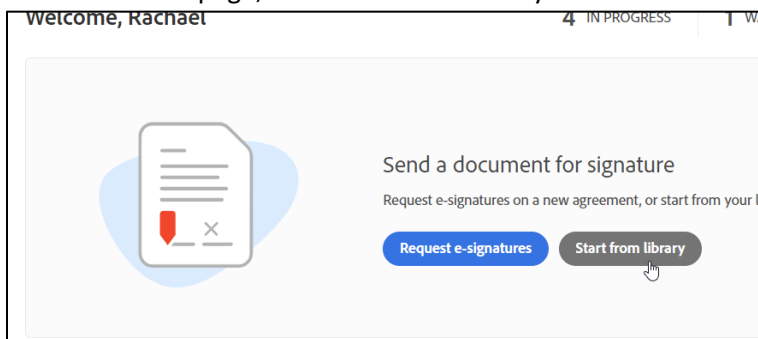
Staff Performance Evaluation Workflow Instructions

Complete the Evaluation Form

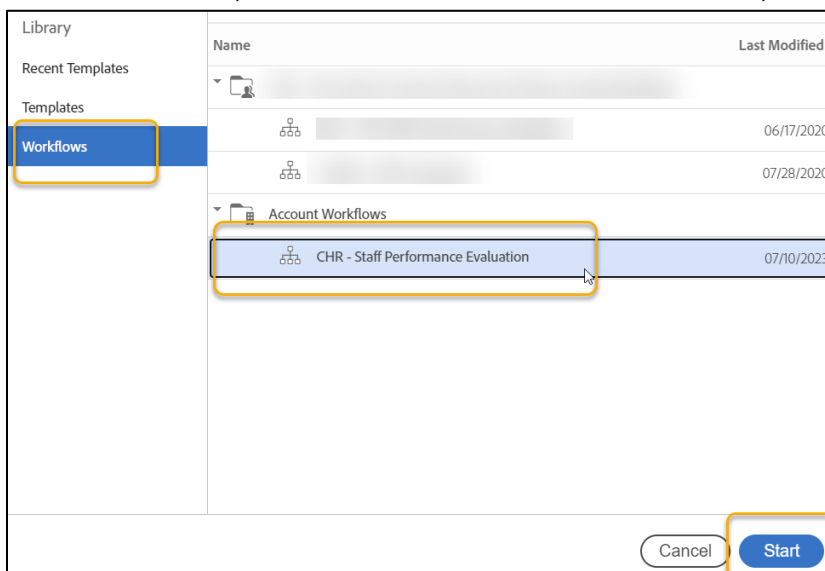
1. You must use the most recent PDF version of the appropriate evaluation form to complete the evaluation. Evaluation forms are located on the Center for Human Resources (CHR) [Employee Evaluation website](#).
2. Provide the employee with a draft of their evaluation via email prior to or during your evaluation meeting.
3. Make any necessary edits to the evaluation prior to initiating the workflow. Once the evaluation form is finalized, you will use Adobe Sign workflow for signatures and routing. (The employee will have an opportunity to provide comments when signing the form.)

Route the Evaluation Form for Signatures via Adobe Sign Workflow

4. Login to your [Adobe Sign account](#) using your SDSUid
 - For assistance accessing your Adobe Sign account, contact The IT Help Desk at ithelpdesk@sdsu.edu
5. From the Home page, click “Start from library”



6. Select “Workflows”, then “CHR – Staff Performance Evaluation”, then click “Start”



7. Enter the email addresses of all signers

CHR - Staff Performance Evaluation

How this workflow works?
Supervisor/Rater - enter the email address of the supervisor that completed the evaluation form.

[more](#)

Recipients

Supervisor/Rater *

Enter recipient email [Email](#)

Employee *

Enter recipient email [Email](#)

Administrator/Cabinet Officer *

Enter recipient email [Email](#)

CC | [Hide](#)

8. The Document Name and/or Message may be customized to fit your needs

Document Name *

Message *

9. Attach the evaluation form/additional documents

- Click “Add File” next to “Evaluation Form” to attach the completed (unsigned) evaluation
- Click “Add File” next to “Additional Documentation” if you wish to attach any appropriate documentation to the evaluation

Files

Evaluation Form * [Add File](#)

Additional Documentation [Add File](#)

[Send](#)

10. Click the “Send” button to route the evaluation for signatures

11. Once the evaluation form is signed by all recipients, each recipient and the Center for Human Resources will receive a copy. Please do not forward additional copies to CHR.

- If the employee refuses to sign and/or cancels the workflow, please contact HR Manager, Rachael Stalman at rstalman@sdsu.edu for assistance.

Additional Information/Resources

- For questions regarding the Staff Evaluation Workflow contact HR Manager, Rachael Stalman at rstalman@sdsu.edu
- For questions regarding evaluation ratings, appropriate documentation, etc., contact the Office of Employee Relations & Compliance at chr.ler@sdsu.edu.
- Forms and additional information: Center for Human Resources [Employee Evaluation website](#).
- For assistance accessing your Adobe Sign account, contact The IT Help Desk at ithelpdesk@sdsu.edu
- Adobe Resources
 - Adobe Sign - How to get started: <https://helpx.adobe.com/sign/how-to/get-started.html>
 - Tutorials and best practices: <https://helpx.adobe.com/sign/tutorials.html>
 - Instructional videos: <http://gosign.adobe.com/jNbTOG1uT00UC2ENIr10i00>