MPP Performance Evaluation Signatures

1. You will receive an email to *Review and sign* the *MPP Performance Evaluation*. Click on the blue *Review and sign* link in the email to route you to sign the *Performance Evaluation*. *(see figure 1. Employee signature request email)*
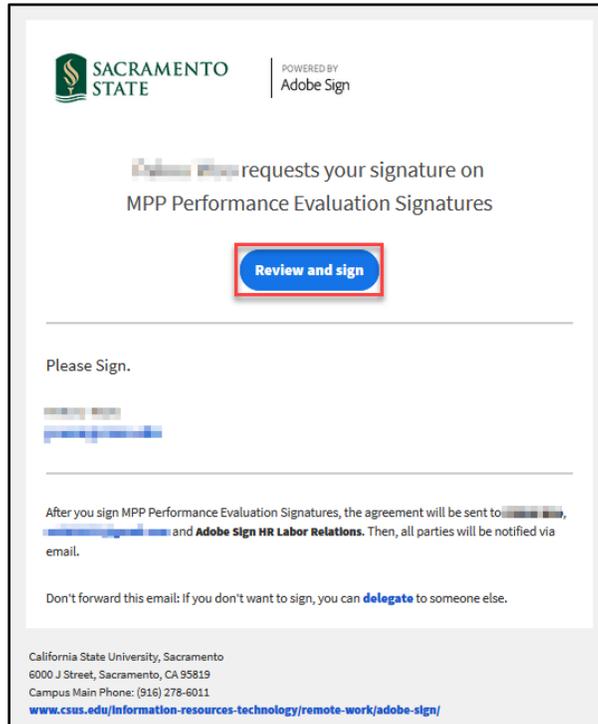
Figure 1 Employee signature request email

2. You will be prompted to log into Adobe Sign before signing your performance evaluation.
   a. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. xxxxx@csus.edu) *(see figure 2. for the Adobe Sign-In screenshot)*.
   b. Click the **Continue** button.
   c. You will see an Adobe Sign splash screen as it routes you to the *Adobe Sign Send* page.
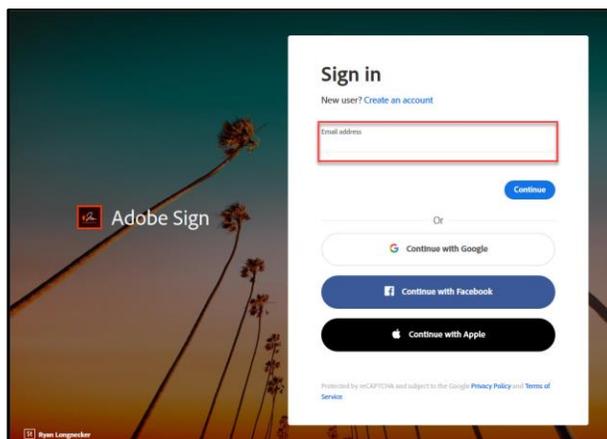
Figure 2. Adobe Sign-In screenshot

3. Once on the form, click the yellow tab to navigate to the required fields and type in your information *(see figure 3. for the MPP Performance Evaluation Signature form)*.

Figure 3 MPP Performance Evaluation Signature form

4. Once you tab to and click on the *Signature* field, the signature screen will display to provide signing options *(see figure 4. for applying signature screenshot)*. **Please note, if you disagree with the evaluation and decline to sign, please type in *Refuse to Sign* instead of placing your signature in the signature field**.
   a. Select the method of signing by clicking on **Type, Draw, Image,** or **Mobile,** and follow the instructions displayed to complete this process.
   b. After completing the signature process, click the **Apply** button to apply the signature on the form.
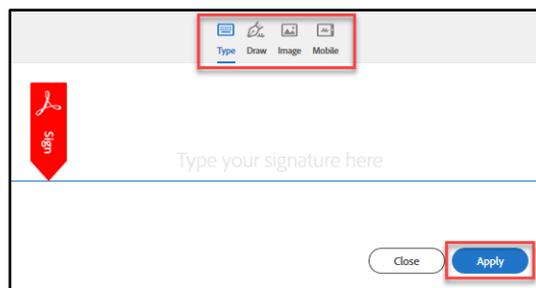
Figure 4. Applying signature screenshot

5. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen *(see figure 5. the Click to Sign button screenshot)*.

Figure 5. Click to Sign button screenshot

6. A confirmation message will display and routes the document to your supervisor to sign. *(see figure 6. Confirmation message screenshot)* This completes your portion of the **MPP Performance Evaluation Signatures** workflow.
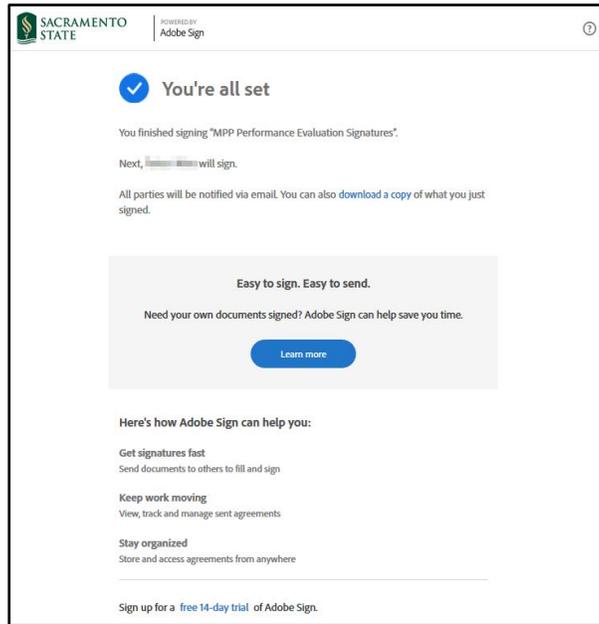
Figure 6 Confirmation message screenshot

7. Once all *Recipients* sign the form and Human Resources accepts it, all recipients will receive an email notification that all parties have signed the form. *(see figure 7. Fully-executed agreement email confirmation)* The **MPP Performance Evaluation Signatures** workflow is now complete. To view the completed, signed Performance Evaluation, click on the link in the email to route you to your Adobe Sign account.

Figure 7 Fully-executed agreement email confirmation