

MPP Performance Evaluation Signatures

Please remember to complete the appropriate MPP Performance Evaluation form before initiating the evaluation signature workflow in Adobe Sign.

1. Click on the corresponding **MPP Performance Evaluation Signatures** link to start the form.
2. You will be prompted to log into Adobe Sign.
 - a. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. xxxxx@csus.edu) (see figure 1. 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.

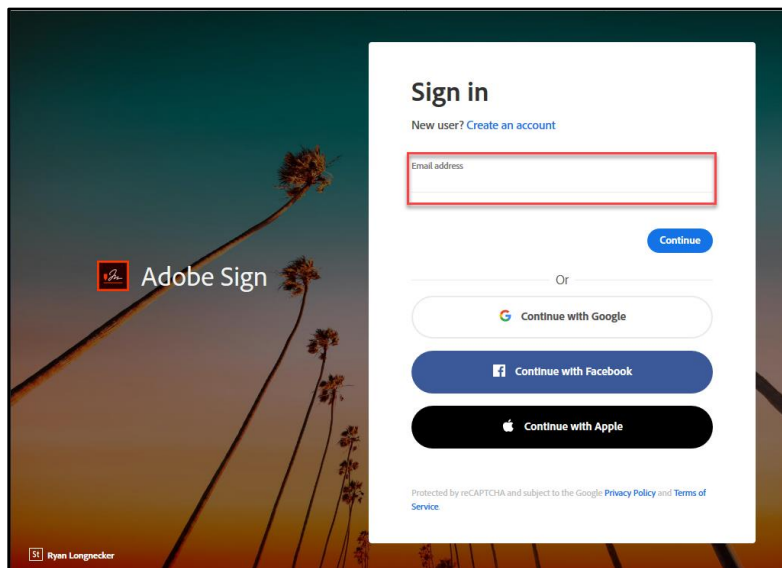


Figure 1. Adobe Sign-In screenshot

3. Once on the *Adobe Sign Send* page (see figure 2. for the *Send* page screenshot)
 - a. Click **More** for a list of required information for this form.
 - b. Navigate to the *Recipient* fields listed and enter the primary email address. To ensure you are using the primary email address, navigate to *directory.csus.edu* to confirm the email address.
 - i. *Employee* field
 - ii. *Evaluator* field
 - iii. *Intermediate Manager* field (if applicable)
 - iv. *Provost or Vice President* field
 - c. The *Human Resources* email address auto-populates in, and you will not be able to change this.
 - d. Navigate to the *Completed Performance Review* field. Click on *Add File* to attach the completed corresponding employee performance evaluation form. If there are additional documents, attached those in the *Additional Document* field.
 - e. Click the **Send** button to route the form for signature.

POWERED BY
Adobe Sign

Home Send Manage Reports Group

HR_EL_R_MPP Performance Evaluation Signatures

How this workflow works?
1. For each signer, enter the email address as published in <https://directory.csus.edu>.
2. Upload the completed performance review.

Recipients

Employee *
Enter recipient email Email

Evaluator *
Enter recipient email Email

Intermediate Manager (if any)
Enter recipient email Email

Provost or Vice President *
Enter recipient email Email

Human Resources *
aba-svc-signelr@csus.edu Email

Document Name *
MPP Performance Evaluation Signatures

Message *
Please Sign.

Files

Completed Performance Review * Add File

Additional Document Add File

Performance Review Signature Page * HR_EL_R_Mpp Signature Page (Updated)

Send

Figure 2. Send page screenshot

4. A thumbnail of the form and confirmation message will display. (see figure 3. Confirmation message screenshot) This message confirms that the evaluation was sent out for signatures. You will also receive an email confirmation that the document was sent to the employee.

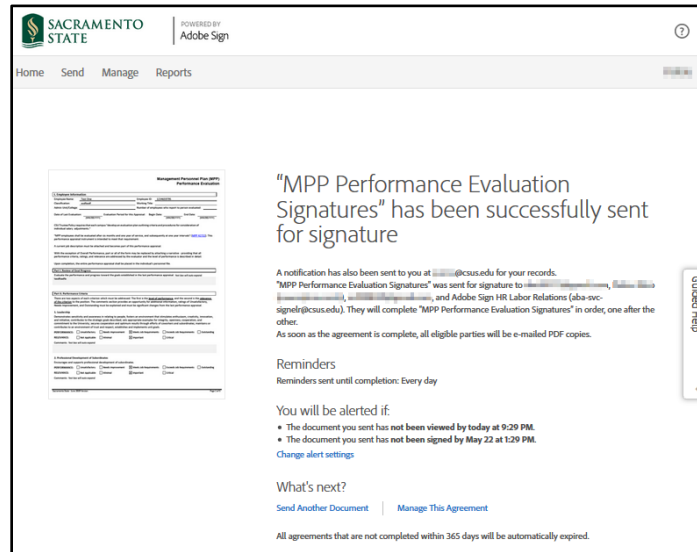


Figure 3. Confirmation message screenshot

5. The employee will receive an email to *Review and sign* the *MPP Performance Evaluation*. They will need to click on the blue *Review and sign* link in the email, which will route them to log into Adobe Sign to sign their *Performance Evaluation*. (see figure 4. Employee signature request email) Once logged into Adobe Sign, they will click on the yellow tab to navigate and complete all required fields, including the *Signature* field. In the *Signature* field, they will complete the signing process and click on the *Apply* button to place the signature on the form. **(If the employee refuses to sign the evaluation, please instruct them to type in *Refuse to Sign* instead of adding in their signature.)** Finally, the employee will click on the blue **Click to Sign** button to complete their portion of the **MPP Performance Evaluation Signatures** workflow.

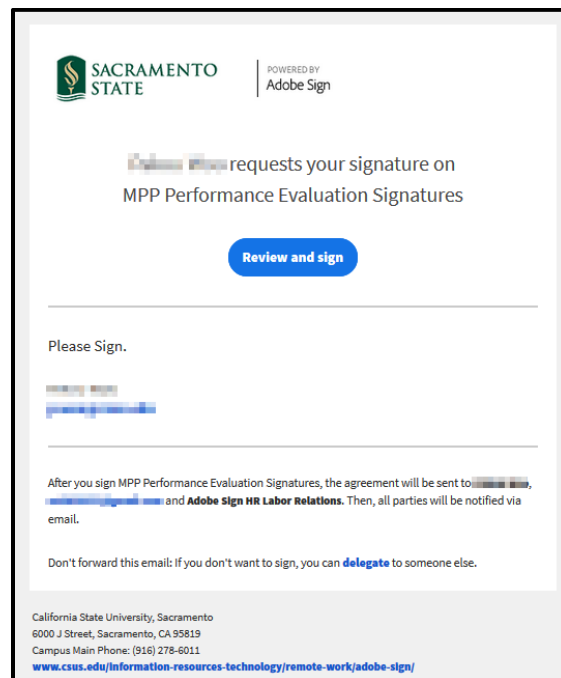


Figure 4. Employee signature request email

6. Once the employee signs (or indicates *Refuse to Sign*) the *Performance Evaluation*, you will receive an email confirmation and instructions from Adobe Sign to complete the next step. Click on the link in the email to sign the *Performance Evaluation*. (see figure 5. Adobe Sign email)



Figure 5. Adobe Sign email

7. You will be prompted to log into Adobe Sign.
 - a. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. xxxxx@csus.edu) (see figure 6. for the Adobe Sign-In screenshot).
 - b. Click the **Continue** button.
 - c. You will be routed to sign the *Performance Evaluation* form.

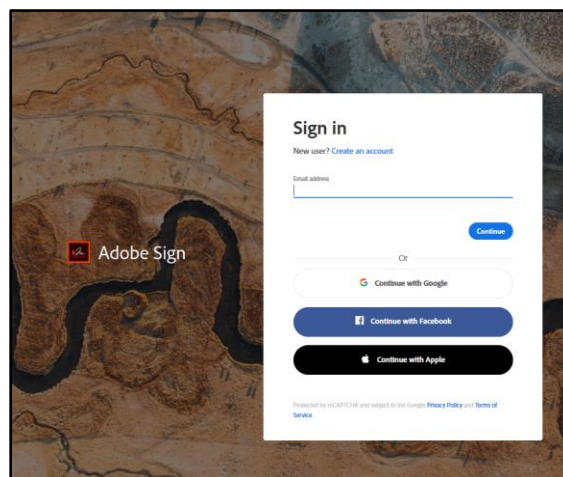


Figure 6. Adobe Sign-In screenshot

8. Once on the form, click the yellow tab to navigate to the required fields and type in your information (see figure 7. for the MPP Performance Evaluation Signature form).

The screenshot shows a web-based form for 'MPP Performance Evaluation Signatures'. At the top, it says 'SACRAMENTO STATE' and 'Powered by Adobe Sign'. The form is divided into two main sections. Section IV, 'Employee Response/Comments (If any) and Signature', includes a large text area for 'Employee Comments', a signature line with a date of '08/03/2020', and a checkbox for 'I do not agree with the appraisal'. Section V, 'Appropriate Administrator Signatures', includes fields for 'Evaluator Name (type or print)', 'Evaluator Signature', 'Date', 'Immediate Manager, if any (type or print)', 'Immediate Manager Signature', 'Date', and 'Provost or Vice President (type or print)'. A yellow 'Start' button is highlighted on the left side of the form.

Figure 7. MPP Performance Evaluation Signature form

9. Once you tab to and click on the *Signature* field, the signature screen will display to provide signing options (see figure 8. for Applying signature screenshot).
 - 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.

The screenshot shows a signature application screen. At the top, there are four signing options: 'Type', 'Draw', 'Image', and 'Mobile'. Below these options is a large text area with the placeholder 'Type your signature here'. On the left side of this area is a red 'Sign' button. At the bottom right of the screen, there are two buttons: 'Close' and 'Apply'.

Figure 8. Applying signature screenshot

10. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen (see figure 9. the Click to Sign button screenshot).

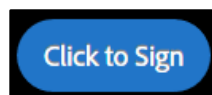


Figure 9. Click to Sign button screenshot

11. A confirmation message will display and routes the document to the next *Recipient* to sign. (see figure 10. Confirmation message screenshot) This completes your portion of the **MPP Performance Evaluation Signatures** workflow.

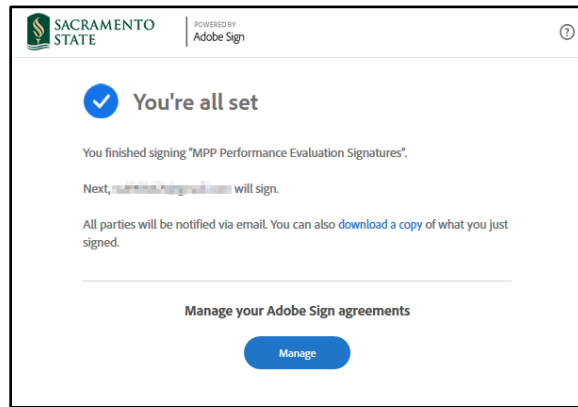


Figure 10. Confirmation message screenshot

12. Once all *Recipients* sign the form and Human Resources accepts it, the Recipients will receive an email notification that all parties have signed the form. (see figure 11. Fully-executed agreement email confirmation) The **MPP Performance Evaluation Signatures** workflow is now complete. To view the completed Performance Evaluation, click on the link in the email to route you to your Adobe Sign account.

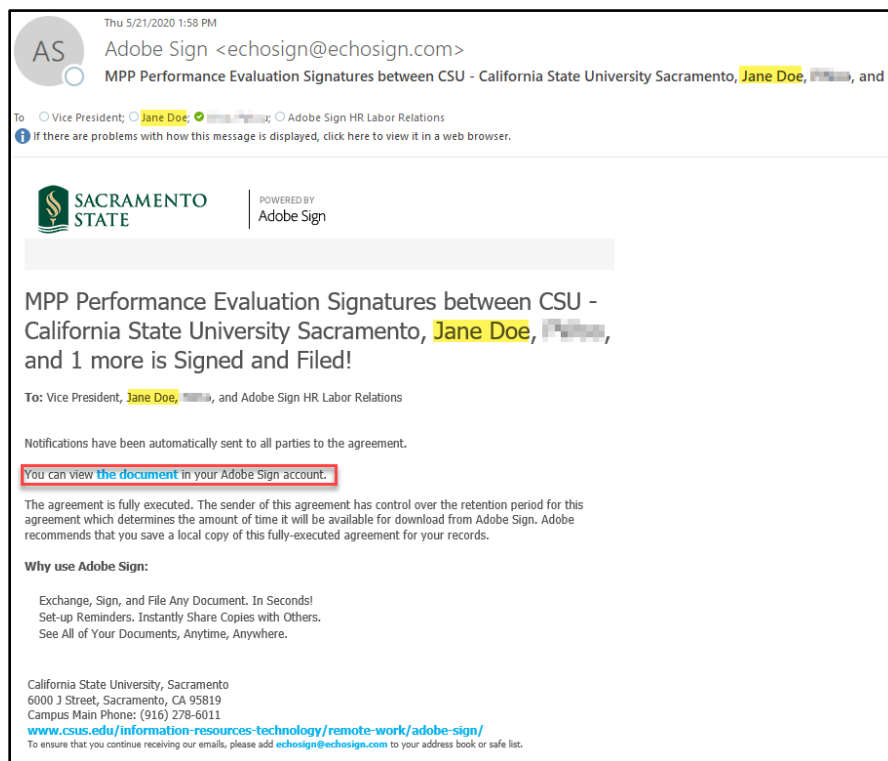


Figure 11. Fully-executed agreement email confirmation