

MPP Performance Evaluation Signatures

All performance evaluations must be submitted to Employee & Labor Relations through the established **Acrobat Sign** process described in this User Guide. This <u>workflow chart</u> shows how Acrobat Sign is used in this process, and the steps below explain how to use Acrobat Sign for <u>finalized</u> performance evaluations. This workflow process includes the Acrobat Sign system **automatically routing** the completed/signed performance evaluation to Employee & Labor Relations for review/processing (no other routing is required).

<u>NOTE:</u> Please remember to download the most current MPP Performance Evaluation template from the ELR <u>website</u> *before* initiating the performance evaluation signature workflow in Acrobat Sign.

- 1. Go to ELR's Performance Evaluation Signatures via Acrobat Sign webpage.
- 2. Under the **MPP (M80)** section, click on the corresponding *Link to Acrobat Sign (Evaluators only)* link to start the form.
- 3. You will be prompted to log into Acrobat 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 Acrobat Sign-In screenshot).
 - b. Click the **Continue** button.
 - c. Log in using your Sac State credentials to complete the Duo Two-Step verification.
 - d. You will see an Acrobat Sign splash screen as it routes you to the Acrobat Sign Send page.

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	(f) Continue with Facebook
	Continue with Apple
	View more
	Get help signing in

Figure 1. Acrobat Sign-In screenshot

- 4. Once on the Acrobat 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. Provost, Vice President or President field
 - iii. Intermediate Manager field (if applicable)
 - iv. Evaluator 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.

Recipients Employee* Image: Enter Employee email Provost, Vice President, or President email Image: Enter Provost, Vice President, or President email Image: Enter Provost, Vice President, or President email Image: Enter Immediate Manager (if any) Image: Enter Evaluator Image: Enter Evaluator email Image: Enter CC's emails Image: Enter Evaluation Signatures Message * Please Sign.	I. For each signer, enter the email address as published in https://directo 2. Upload the completed performance review.	ry.csus.edu.
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Figure 2. Send page screenshot

5. 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.

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			You will be alerted if: • The document you sent has not been viewed by today at 929 PM. • The document you sent has not been signed by May 22 at 129 PM. Change alert settings: What's next? Send Another Document. Manager This Agreement	
			All agreements that are not completed within 365 days will be automatically expired.	

Figure 3. Confirmation message screenshot

6. 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 Acrobat Sign to sign their *Performance Evaluation*. (see figure 4. Employee signature request email) Once logged into Acrobat 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.

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MPP Performance Evaluation Signatures
Please Sign.
After you sign MPP Performance Evaluation Signatures, the agreement will be sent to see and and Adobe Sign HR Labor Relations . Then, all parties will be notified via email.
Don't forward this email: If you don't want to sign, you can delegate to someone else.
California State University, Sacramento 6000 J Street, Sacramento, CA 93819 Campus Main Phone: (B16) 278-6011 www.csus.edu/information-resources-technology/remote-work/adobe-sign/

Figure 4. Employee signature request email

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



Figure 5. Acrobat Sign email

- 8. You will be prompted to log into Acrobat 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 Acrobat Sign-In screenshot).
 - b. Click the **Continue** button.
 - c. You will be routed to sign the *Performance Evaluation* form.



Figure 6. Acrobat Sign-In screenshot

9. 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).

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	Section IV. Employee Response/Comments (if any) and Signature	- 1	
	My signature certifies that this performance evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with the appraisal.		
	Section V: Appropriate Administrator Signatures	- 1	
Start	Evaluator Name (type or print):		
	Click here to sign 08/03/2020		
	Evaluator Signature Date	- 1	
	Immediate Manager, if any (type or print):		
	Inmediate Manager Signature Date		
	Provost or Vice President (type or print):		
	O lagree O l do not agree		
	Provox of vice President Signature Date		

Figure 7. MPP Performance Evaluation Signature form

- 10. 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.



Figure 8. Applying signature screenshot

11. 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

12. 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

13. 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 Acrobat Sign account.

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California State 6000 J Street, S Campus Main P www.csus.ed To ensure that you	e University, Sacramento Sacramento, CA 95819 Yhone: (916) 278-6011 Jul <mark>information-resources-technology/remote-work/adobe-sign/</mark> continue receiving our smalls, please add echosign@echosign.com to your address book or safe list.			

Figure 11. Fully-executed agreement email confirmation