

Staff Performance Evaluation Signatures

1. You will receive an email to *Review and sign* the *Staff Performance Evaluation*. Click on the blue *Review and sign* link in the email to route you to sign the *Performance Evaluation*. (see figure 1. *Signature request email screenshot*)

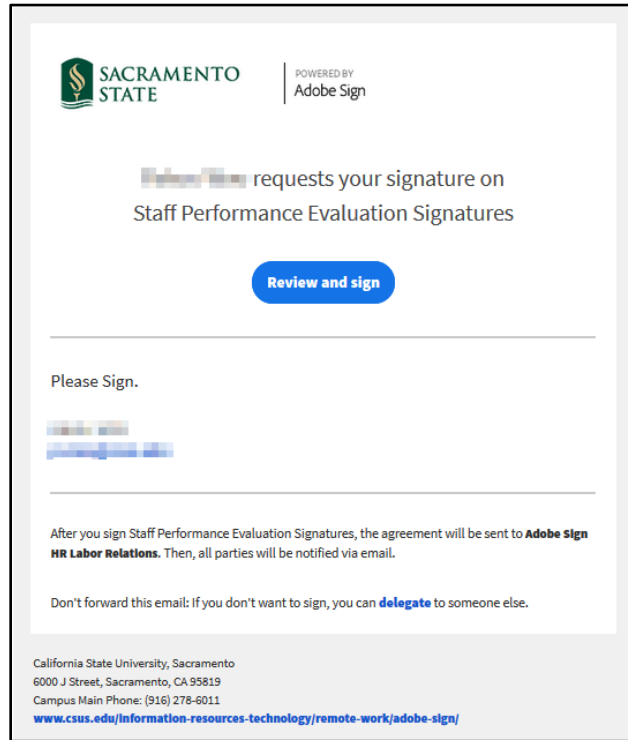


Figure 1. Signature request email screenshot

2. You will be prompted to log into Adobe Sign before signing the 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.

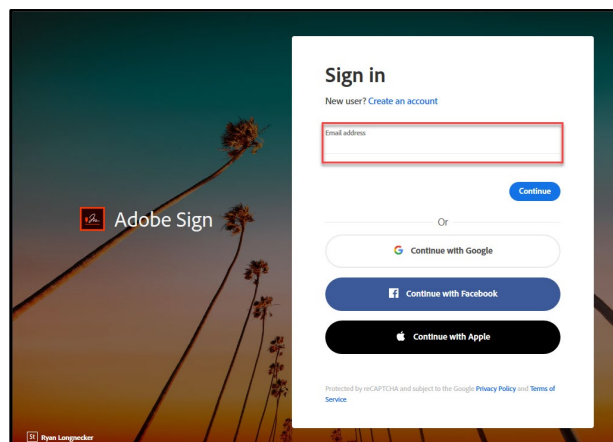


Figure 2. Adobe Sign-In screenshot

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 Staff Performance Evaluation Signature form screenshot).

The screenshot shows a web form for 'Staff Performance Evaluation Signatures'. At the top left is the Sacramento State logo and 'POWERED BY Adobe Sign'. The form has a header with 'Options' and 'Next Required 1'. The main content includes:

- (a) I have participated in discussion of this evaluation: Yes No
- (b) I wish to discuss this evaluation with Reviewing Officer: Yes No
- (c) Employee Comments: A large empty text box.
- (d) Signature of Employee: A field with a signature 'Jane Doe' and a date '05/28/2020'. Below it is a note: '(Signature of employee does not imply agreement with the evaluation)'
- (e) Name of Reviewing Evaluator and Date: A field with a signature and a date '05/28/2020'.
- (f) Name of Reviewing Officer (AVP for Facilities Management) and Date: A field with a signature and a date '05/28/2020'. Below it is a yellow button that says '* Click here to sign'.
- (g) In response to (b) above, evaluation discussed with employee on _____ date.

 A red box highlights a yellow arrow button labeled 'Start' in the bottom left corner.

Figure 3. Staff Performance Evaluation Signature form screenshot

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). **If you disagree with the evaluation, do not sign this form. Please see the special instructions below.** To sign the evaluation form:
 - 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 the 'Applying signature' screen. At the top, there is a toolbar with four options: 'Type', 'Draw', 'Image', and 'Mobile'. A red box highlights this toolbar. On the left side, there is a red arrow pointing downwards with the word 'Sign' written vertically. The main area of the screen contains the text 'Type your signature here'. At the bottom right, there are two buttons: 'Close' and 'Apply'. The 'Apply' button is highlighted with a red box.

Figure 4. Applying signature screenshot

Special Instructions: If you disagree with the evaluation, please follow these steps.

- a. While in Adobe Sign, navigate to and click on *Options*. Select **I will not e-sign** from the drop-down menu. (see figure 5. for the Options menu screenshot)

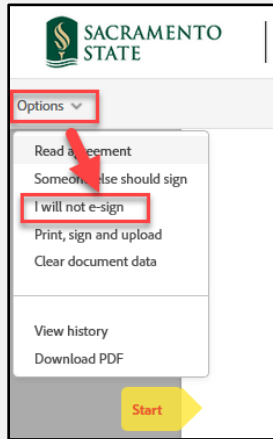


Figure 5. Options menu screenshot

- b. An *I will not e-sign this document* window opens. Type in the reason for declining to sign the evaluation in the text box. Click the **Decline** button. (see figure 6. for the *I will not e-sign this document* screenshot)

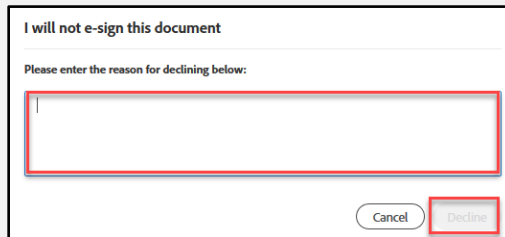


Figure 6. I will not e-sign this document screenshot

- c. A confirmation message will display. This message confirms you have declined to sign the evaluation. (see figure 7. for the *Decline to sign confirmation* screenshot) Please contact the Evaluator to revise the evaluation form and then have them resubmit. The decline to sign process is now complete.

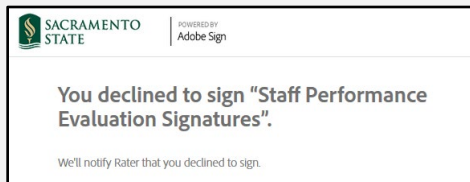


Figure 7. Decline to sign confirmation screenshot

5. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen. (see figure 8. the *Click to Sign* button screenshot)

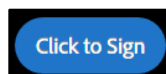


Figure 8. Click to Sign button screenshot

6. A confirmation message will display and routes the document to Human Resources to accept. (see figure 9. Confirmation message screenshot) This completes your portion of the **Staff Performance Evaluation Signatures** workflow.

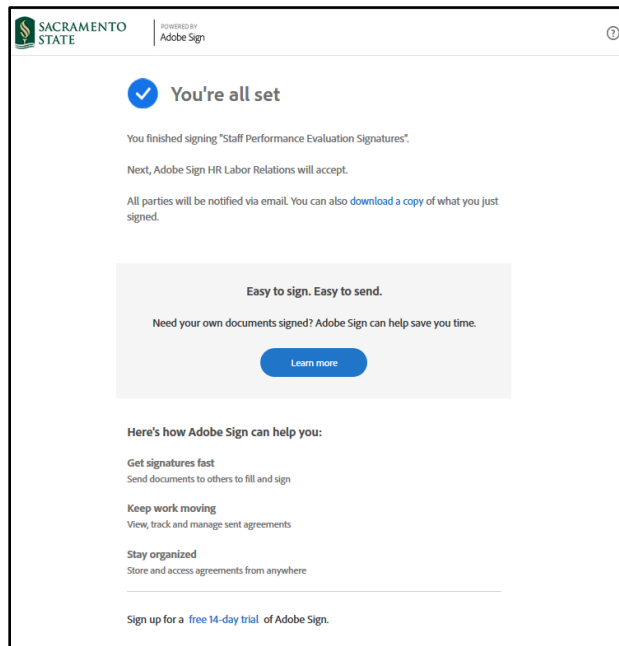


Figure 9. Confirmation message screenshot

7. An email notification is sent to all parties that signed the form. (see figure 10. Fully-executed agreement email confirmation screenshot) The **Staff 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.

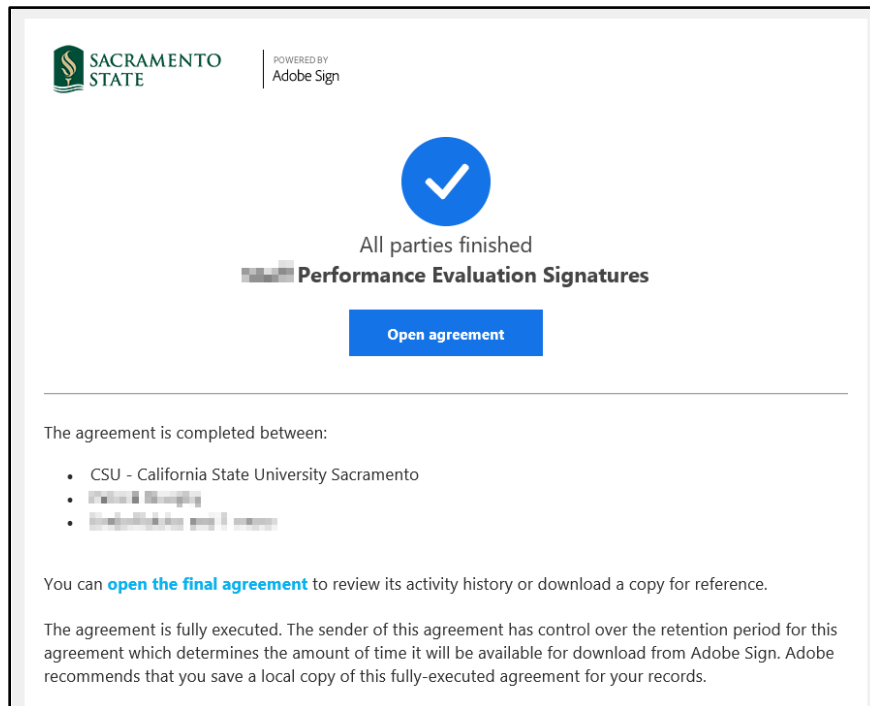


Figure 10. Fully-executed agreement email confirmation screenshot