

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. *Employee signature request email*)

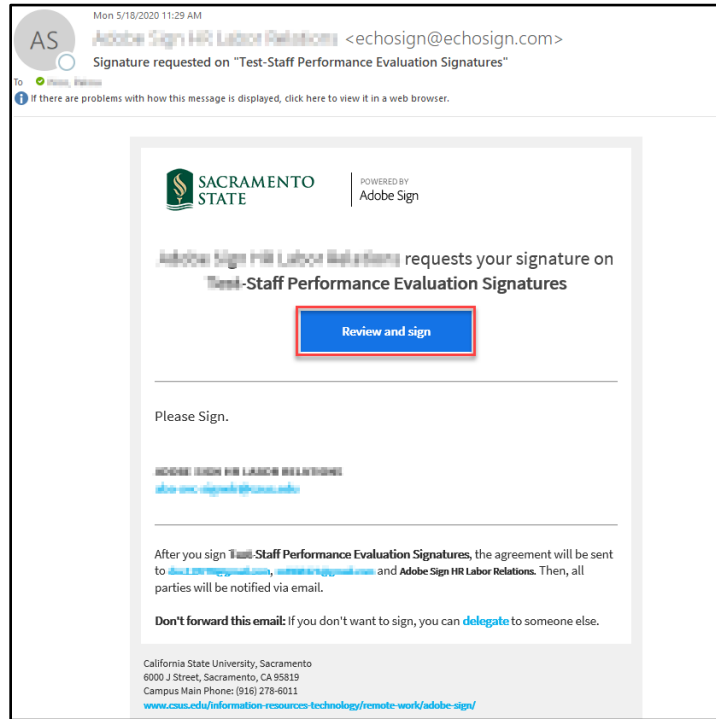


Figure 1 Employee signature request email

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.

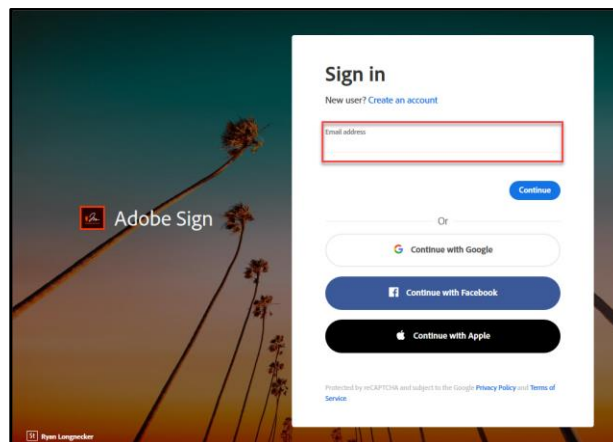


Figure 2. Adobe Sign-In screenshot

- 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).

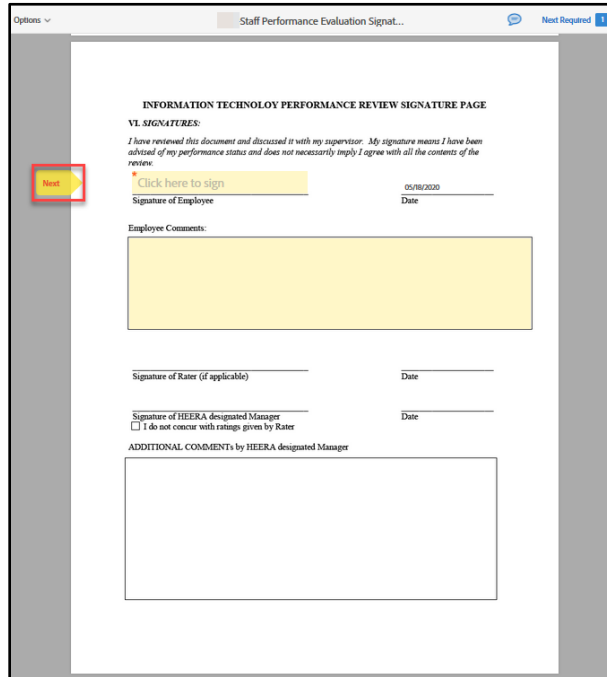


Figure 3 Staff Performance Evaluation Signature form

- 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.**
 - Select the method of signing by clicking on **Type**, **Draw**, **Image**, or **Mobile**, and follow the instructions displayed to complete this process.
 - After completing the signature process, click the **Apply** button to apply the signature on the form.

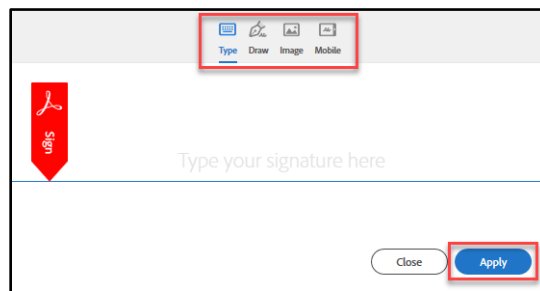


Figure 4. Applying signature screenshot

- 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 **Staff Performance Evaluation Signatures** workflow.

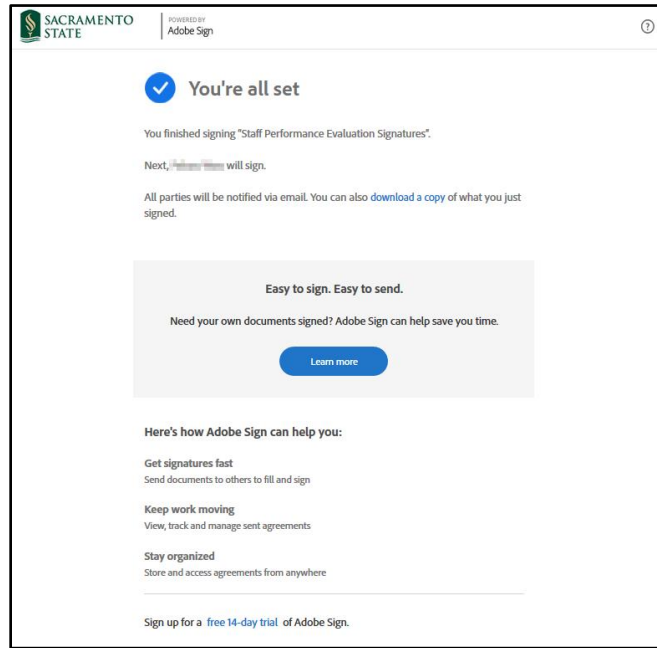


Figure 6 Confirmation message screenshot

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 **Staff 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.

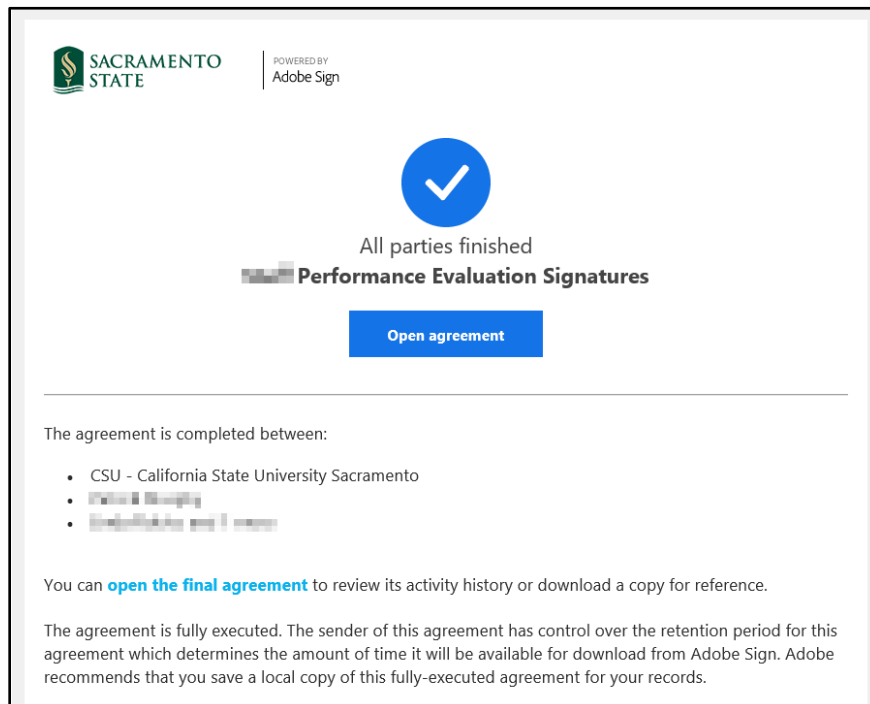


Figure 7 Fully-executed agreement email confirmation