

## 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 screenshot*)

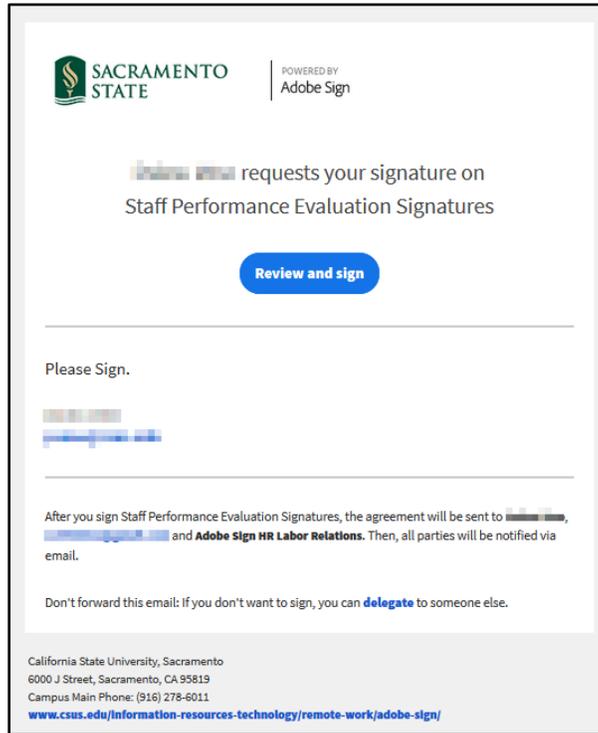


Figure 1 Employee signature request email screenshot

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](mailto: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.

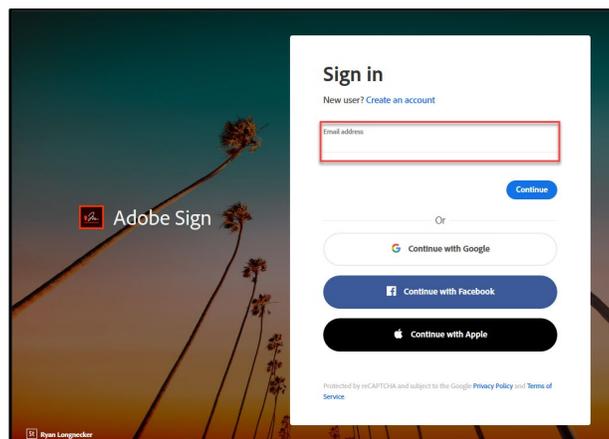


Figure 2. Adobe Sign-In screenshot

- 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 screenshot).

Figure 3 Staff Performance Evaluation Signature form screenshot

- 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.

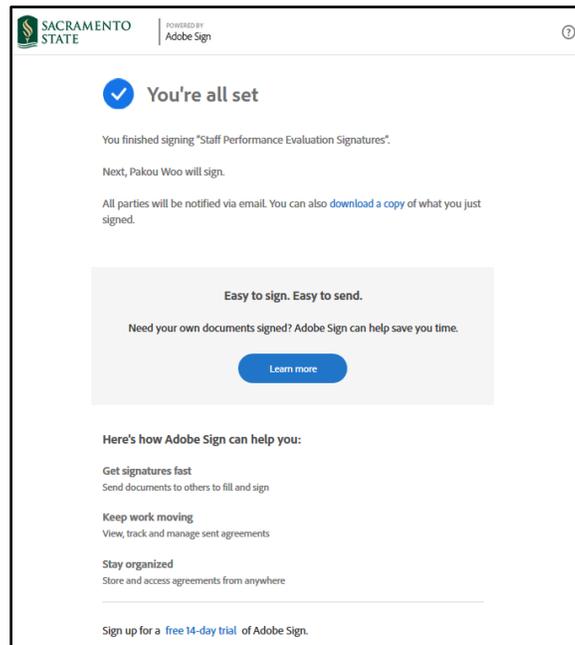


Figure 6 Confirmation message screenshot

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 screenshot) 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.

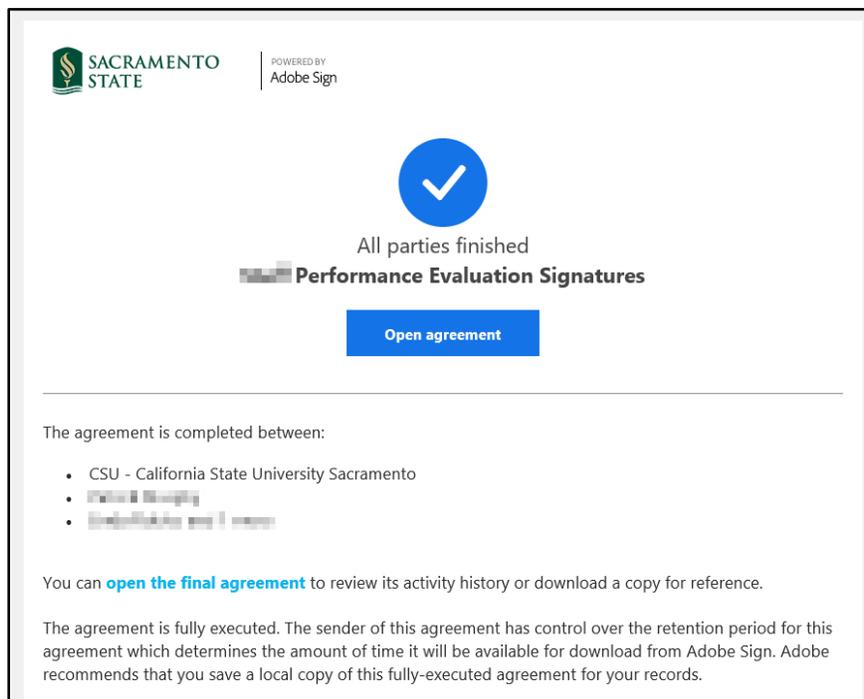


Figure 7 Fully-executed agreement email confirmation screenshot