

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)

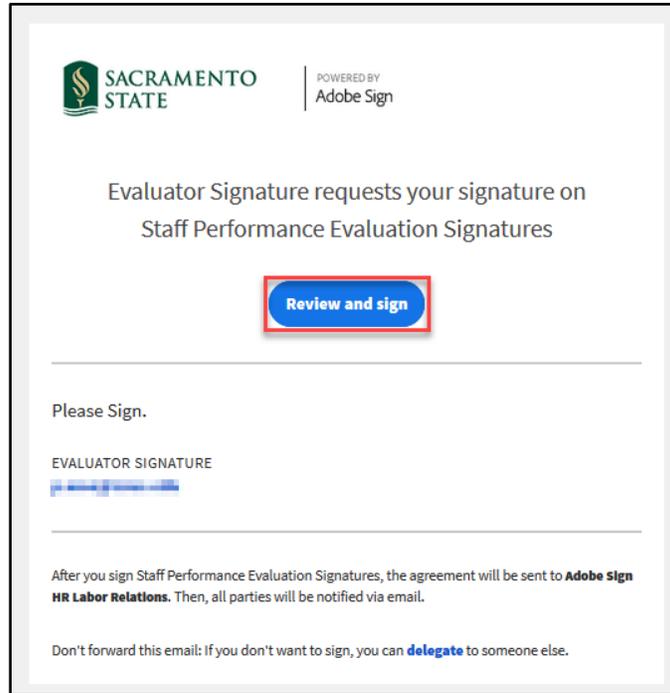


Figure 1. Signature request email

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*.

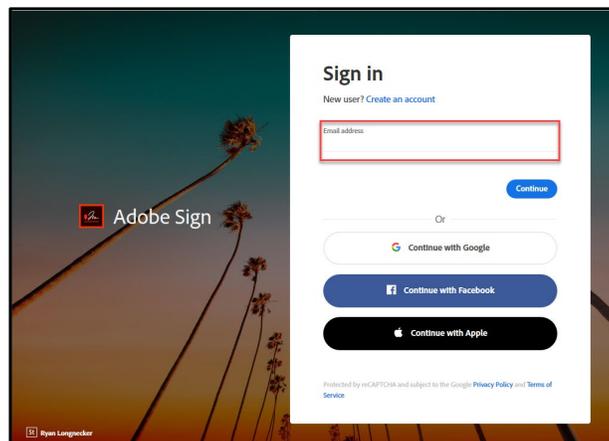


Figure 2. Adobe Sign-In screenshot

- 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).

SACRAMENTO STATE POWERED BY Adobe Sign

Options ▾ Staff Performance Evaluation Signatures Next Required 1

INFORMATION TECHNOLOGY PERFORMANCE REVIEW SIGNATURE PAGE

VI. SIGNATURES:

I have reviewed this document and discussed it with my supervisor. My signature means I have been advised of my performance status and does not necessarily imply I agree with all the contents of the review.

Jane Doe
Signature of Employee 05/18/2020
Date

Employee Comments:

Signature of Rater (if applicable) 05/18/2020
Date

Signature of HEERA designated Manager 05/18/2020
Date

I do not concur with ratings given by Rater

ADDITIONAL COMMENTS by HEERA designated Manager

Next

Click here to sign

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). **If you disagree with the evaluation, do not sign this form. Please see the special instructions below.** To sign the evaluation form:
 - 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.

Type Draw Image Mobile

Sign

Type your signature here

Close Apply

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*)

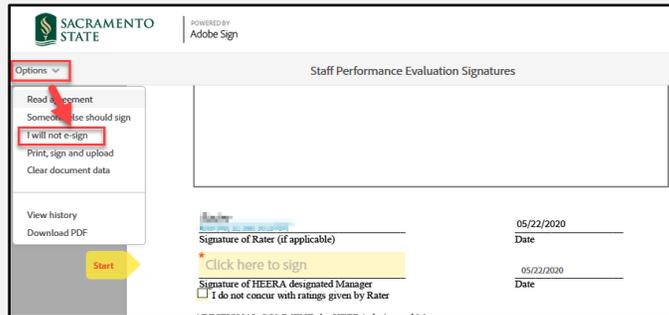


Figure 5. Options menu screenshot

- 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*)

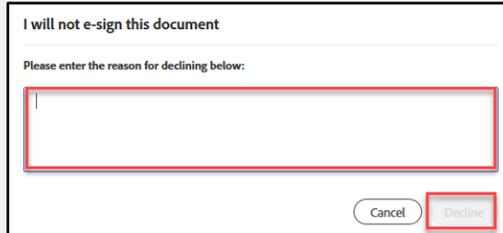


Figure 6. I will not e-sign this document screenshot

- 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.

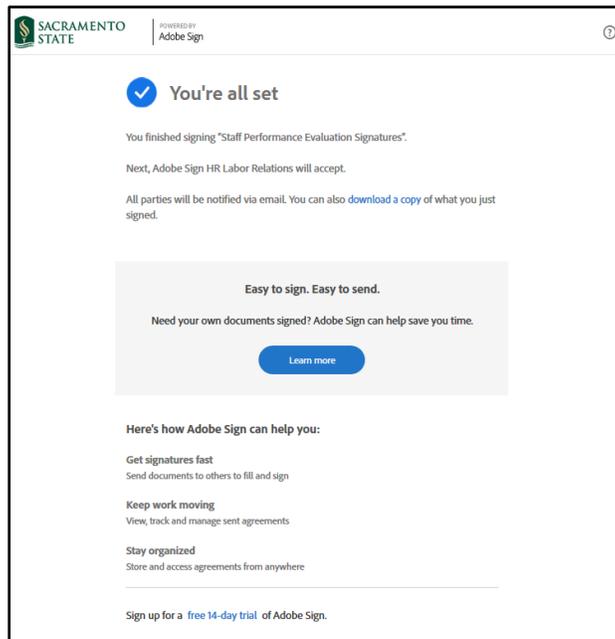


Figure 9. Confirmation message screenshot

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

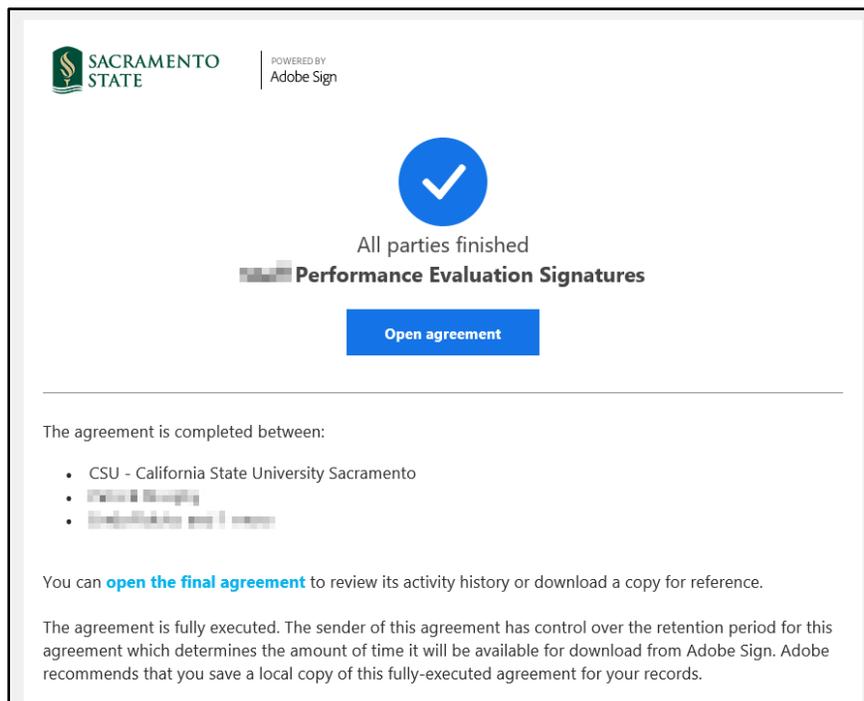


Figure 10. Fully-executed agreement email confirmation