

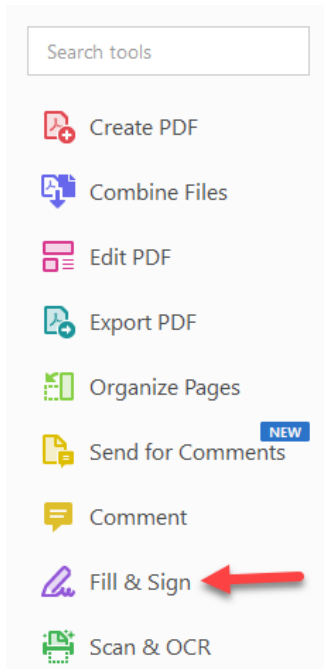
Staff Employee Performance Evaluation Paperless Process Instructions

Preface: This document provides instructions on how to use the Adobe Fill & Sign tool to request electronic signatures for employee performance evaluations. For policies and procedures on completing performance evaluations please refer to the [Performance Evaluation](#) page on the HR website.

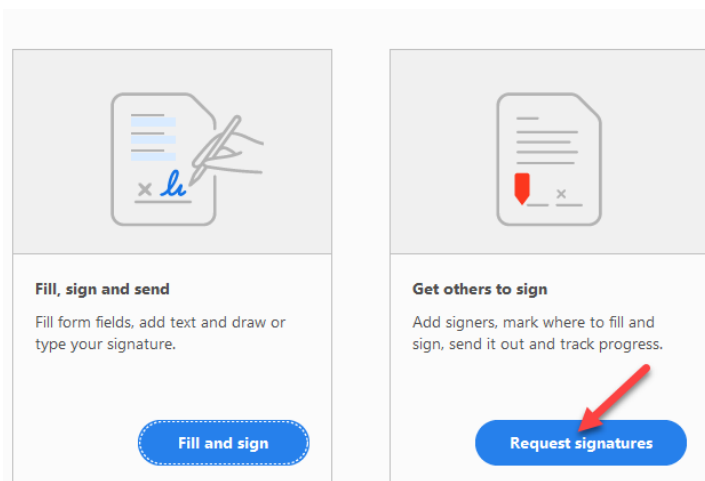
Complete the performance evaluation and send the draft to the employee. Review the draft appraisal with the employee following the procedures required by the respective bargaining unit contract.

Request signatures using the Adobe Fill & Sign tool

1. Click Fill & Sign on the right-hand side tools menu.



2. Click Request Signatures.



5. Under Signer Info Fields, select Date and drag it into the Date box on the evaluation. You may have to adjust the adobe sign signature and date boxes to fit in the appropriate boxes on the evaluation form.

DRAFT REPORT GIVEN TO EMPLOYEE FOR REVIEW ON:		RATER DISCUSSED REPORT WITH EMPLOYEE (Click Here) DATE:	
SIGNATURE OF RATER (IMMEDIATE SUPERVISOR) TITLE:		DATE	This employee is eligible for permanent status. Do you recommend the employee be granted permanent status? (NOTE: Only employee's serving a probationary period are eligible for permanent status.) Yes MM Rater's Initials
SIGNATURE *Signature		Date	
IN SIGNING THIS REPORT, I DO NOT NECESSARILY AGREE WITH THE CONCLUSIONS OF THE RATER. I RECEIVED A SIGNED COPY OF THIS EVALUATION. SIGNATURE OF EMPLOYEE		DATE	<input type="checkbox"/> I HAVE PARTICIPATED IN A DISCUSSION OF THE EVALUATION <input type="checkbox"/> I WISH TO DISCUSS THIS REPORT WITH THE REVIEWING OFFICER.
I CONCUR IN THE RATINGS GIVEN BY THE RATER SIGNATURE OF REVIEWING OFFICER (IMMEDIATE SUPERVISOR OF RATER)		DATE	AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON: DATE INITIALS
Signature: Appropriate Administrator/Dean		Date	DISTRIBUTION: Original – Personnel file Copy – Employee Copy – Supervisor

Signature Fields

Signer Info Fields

Title

Company

Name

Email

Date

Data Fields

Transaction Fields

6. Select the next recipient and repeat the process.

RECIPIENTS

recipient2@test.com (Signer)

Kassidy Liles (me) (Prefill)

recipient1@test.com (Signer)

☒ recipient2@test.com (Signer)

recipient3@test.com (Signer)

Anyone

7. Click Sign, then Send.

☐ Save to document library

Sign, then Send

Reset Fields

How to Sign an Adobe Sign Document

1. Click the Next Button to review the document section by section.
2. Hit the Click to Sign button (required fields have a red asterisk).

3. Your signature will automatically populate if you have used Adobe Sign before or it will prompt you to type in your name.
4. Hit the Click to Sign Blue Button.

H.R. #26 (04/20)

5. The performance evaluation will be sent to the next signers email address.
6. As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.
7. Forward the completed document to Kassidy Liles at Kliles@csustan.edu in HR.