Employee Instructions for Evaluation Signature

STEP 1:

You will receive an email from your supervisor with the corresponding evaluation attached.

STEP 2:

To sign the evaluation document, scroll to the bottom of the page and click on the "Employee Signature" to add your digital signature. The form may look different depending on your title. You will need at least the free version of Adobe Acrobat Reader to complete this step. All campus computers should have this software, but please contact the IT Service Desk at itjobrequest@hostos.cuny.edu if you do not see the option to "Click here to sign."

Classified Staff

HEOs

If you do not see the rectangular pop-up above, please contact the IT Service Desk at itjobrequest@hostos.cuny.edu

STEP 3:
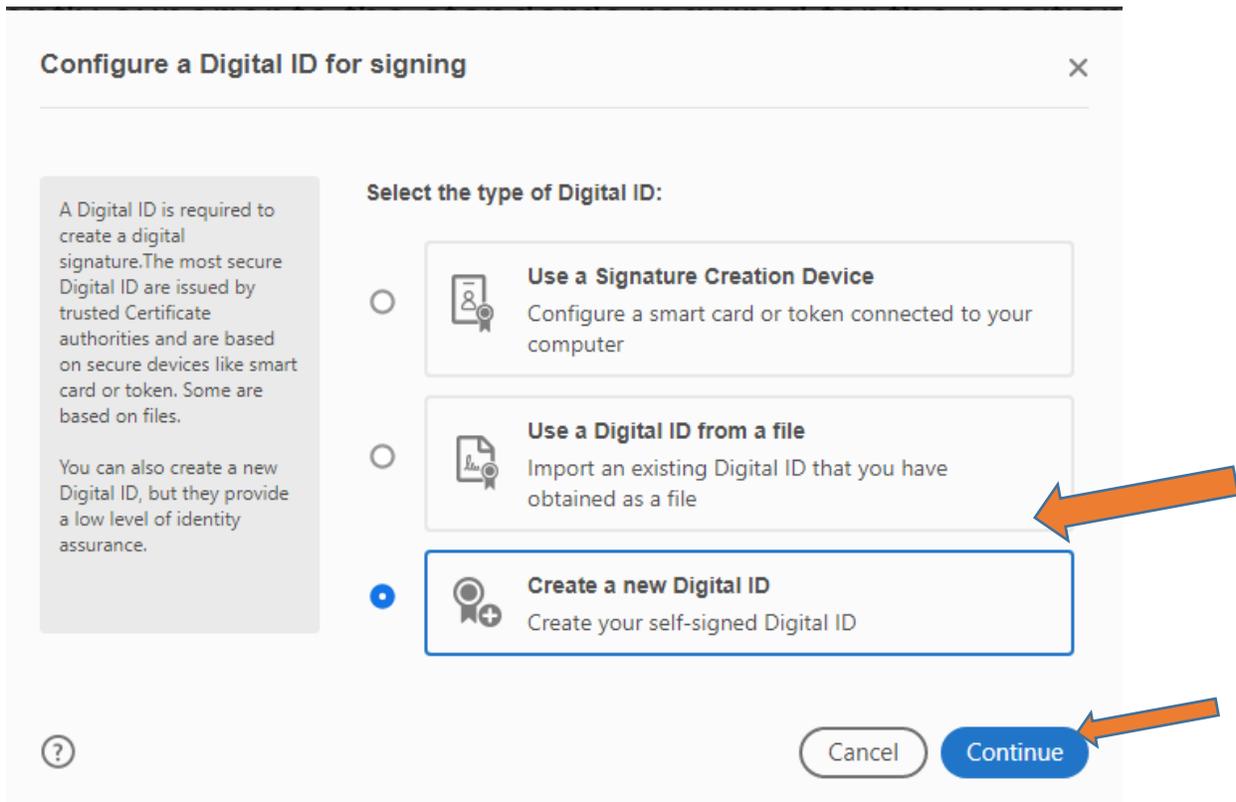
To create a digital signature:

- **Click on the Signature line for Employee and click on "Configure New Digital ID" to add the signature.**
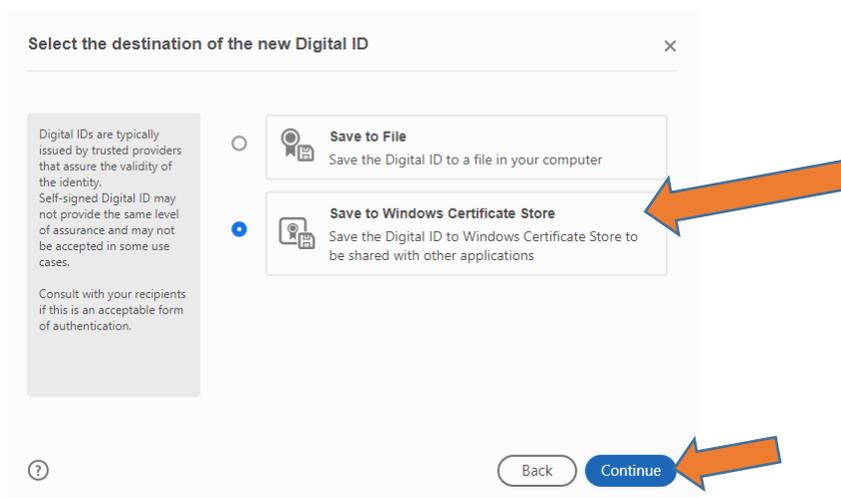- **If you already have a digital signature, click "Continue" and proceed to Step 6 .**

(Only for those who have a signature on file).

To create the new Digital ID/Signature, select "Create a new Digital ID" and then click "Continue."

STEP 4:

Click on "Save to Windows Certificate Store" and then click "Continue."

STEP 5:

Fill out the Name and Email Address fields and then click "Save."

Once you click "Save", your digital signature will be created as shown below. Click "Continue."

STEP 6:

Click "Sign."

STEP 7:

Save the evaluation document, and then email the signed evaluation as an attachment to the supervisor.