

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

PENA, ANNIE
SIGNATURE OF RATER

IT SUPPORT ASSISTANT
TITLE OF RATER

Date

(To be completed upon consultation by the department and HR only)

I have reviewed the report of the immediate supervisor and have indicated my disagreement, if any. This report is accurate according to my best knowledge and belief.

Second Reviewer Comments:

SIGNATURE OF REVIEWER

TITLE OF REVIEWER

DATE

TO THE EMPLOYEE: The summary judgment shown above is the rating assigned by your supervisor and reviewed on a higher level. Only "unsatisfactory" (below standard) ratings are subject to appeal to the Central Office Personnel Officer.

I have reviewed this report on the date indicated and have had the opportunity to discuss it with my rating supervisor(s). My signature does not necessarily signify agreement. I understand that I may submit a rebuttal.

SIGNATURE OF EMPLOYEE

CUNY OFFICE ASSISTANT
TITLE

DATE

HEOs

Supervisor Signature: _____ Date: _____

* Employee Signature: _____ Date: _____

Please sign to acknowledge receipt of this memorandum. Please return the original signed copy to your supervisor within one week of receipt and keep a copy for your records. Your signature indicates that you have received a copy of this memorandum and that you agree with the appraisal or its contents. You may attach any comments you desire.

This document along with attachment if any will be placed in your personnel file.

STEP 3:

To create a digital signature:

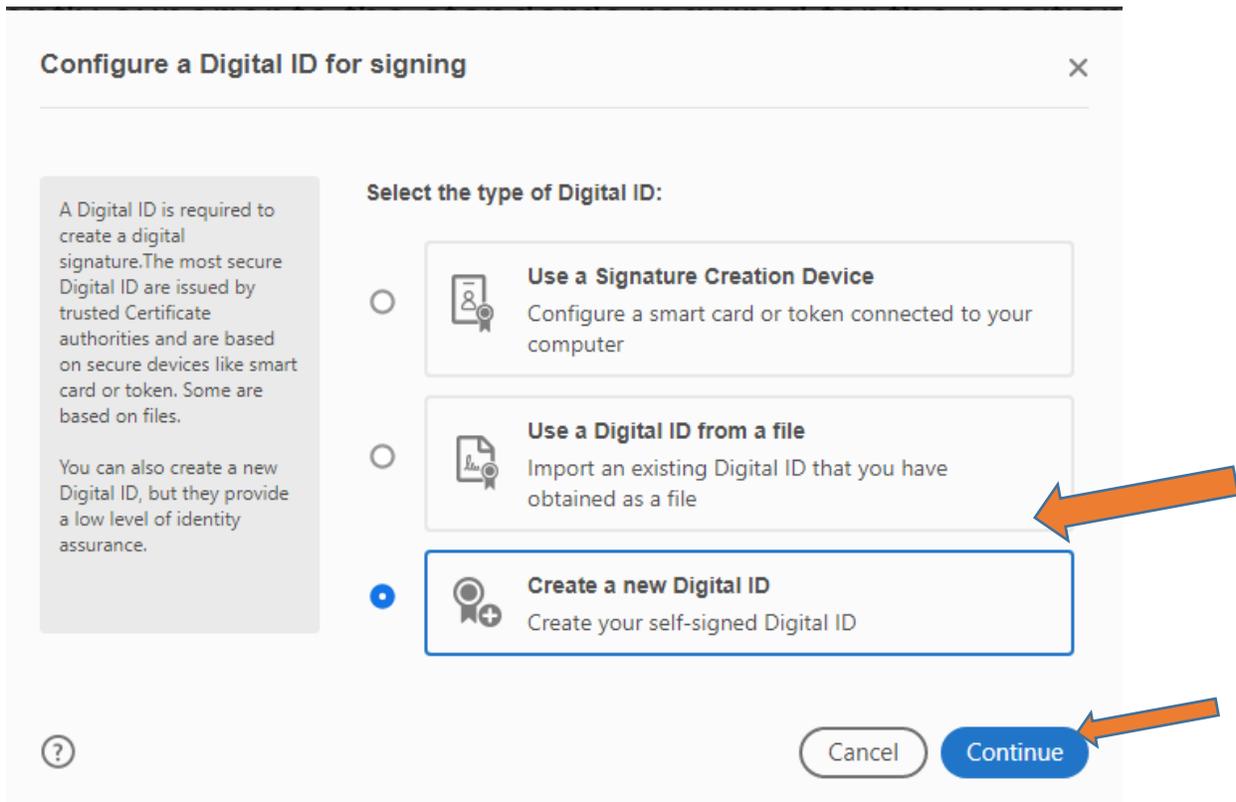
- Click on the Signature line for Employee and click on "Configure New Digital ID" to add the signature.
- If you already have a digital signature, click "Continue" and proceed to Step 6 .



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

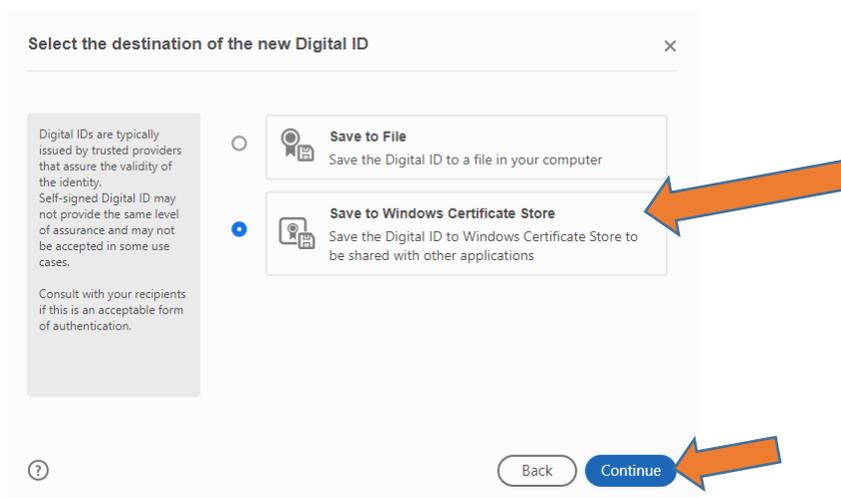
(Only for those who have a signature on file).

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."

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Mary Doe
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	test@hostos.cuny.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

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

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

	Mary Doe (Windows Digital ID) Issued by: Mary Doe, Expires: 2025.11.11	View Details
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Configure New Digital ID Cancel Continue

STEP 6:

Click "Sign."

Sign as "Mary Doe"

Appearance Standard Text Create

Mary Doe Digitally signed by Mary Doe
Date: 2020.11.11 11:41:19 -05'00'

View Certificate Details

Review document content that may affect signing Review

Back Sign

STEP 7:

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