Supervisor Instructions for Classified Evaluations

This is how the evaluation document appears at the bottom of the page after you complete evaluating the employee.

STEP 1:

Save and print to review.

STEP 2:

To sign the evaluation document you must click "Submit to HR & Print."
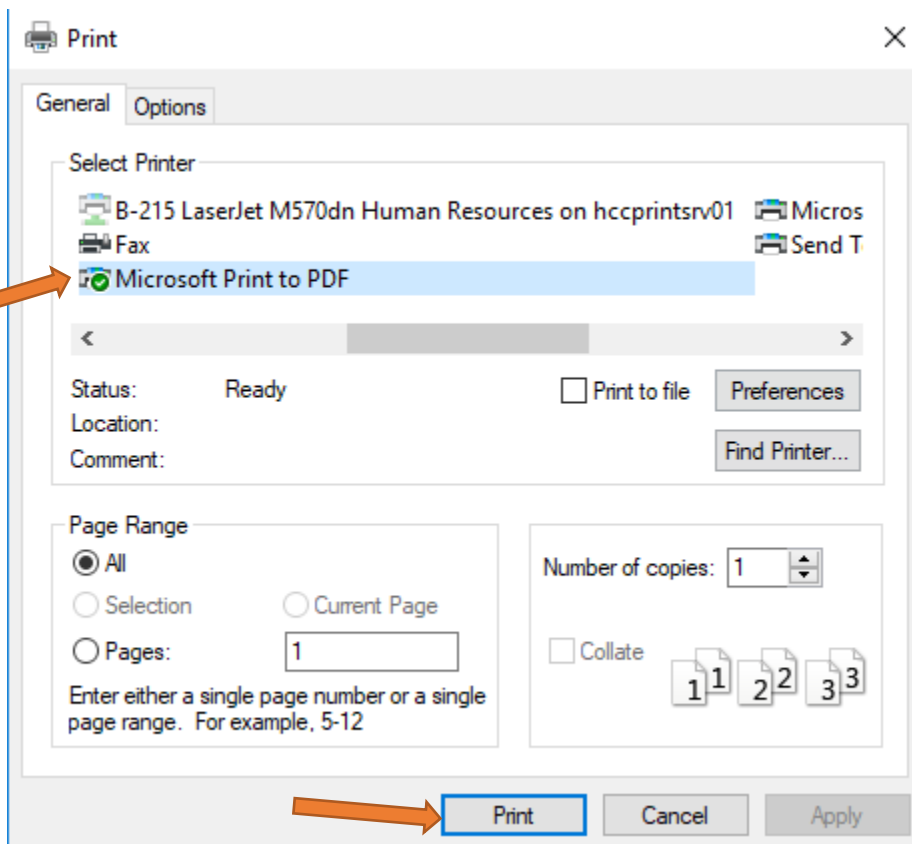
STEP 3:

Once the evaluation document is submitted to HR, click "Print" to convert the document into PDF.

Print
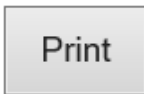
PROBATIONARY AND SERVICE REPORT FOR CLASSIFIED EMPLOYEES

Hostos Community College

CUNY The City University of New York

HOSTOS COMMUNITY COLLEGE

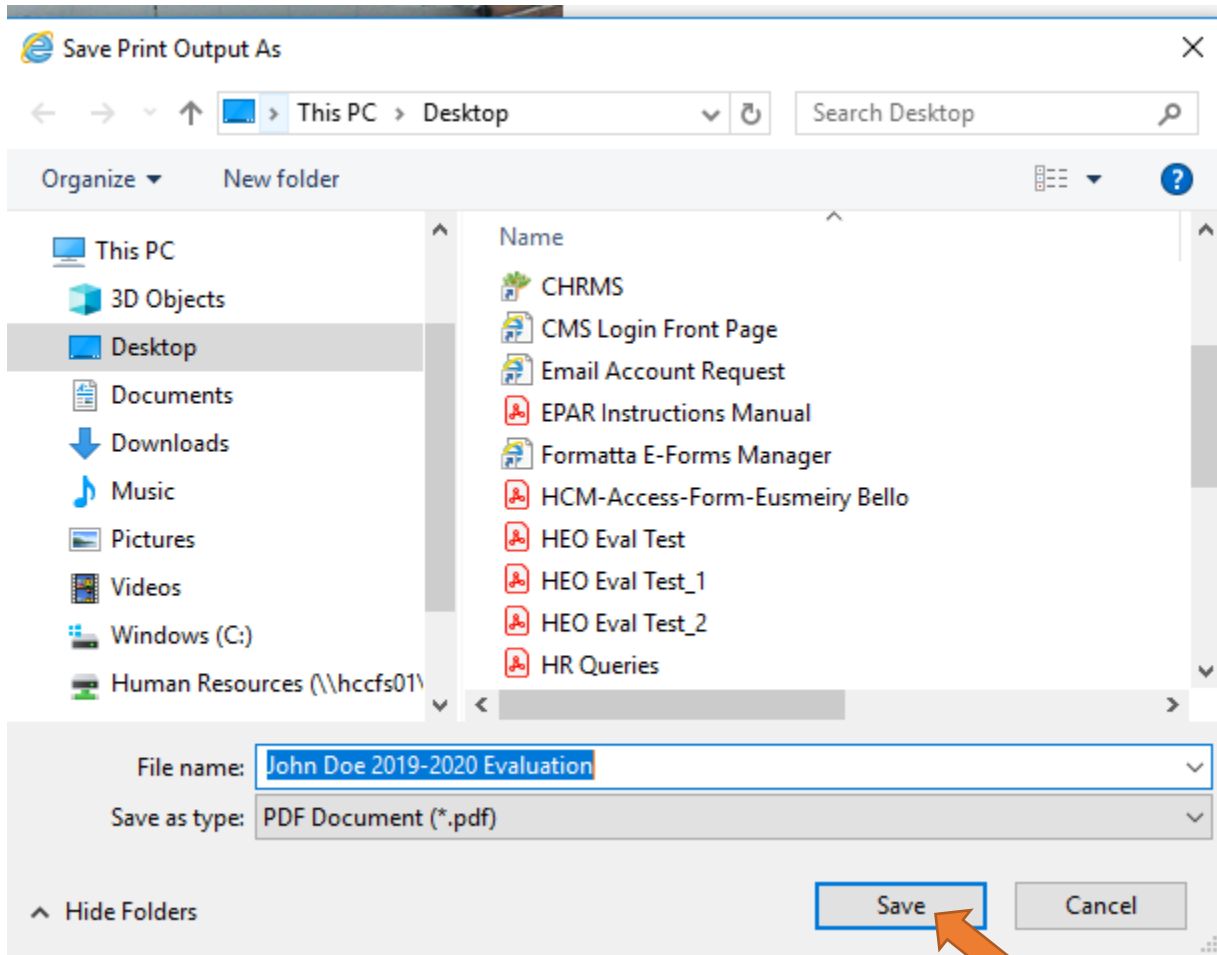| Evaluation Period From : 02/2015 To 02/2016	Name of Employee: **TEST_CLASSIFIED, CLASSIFIED**
Type of Evaluation : **ANNUAL** Probationary Status (if applicable): **NA**	Office: **HUMAN RESOURCES** Title in Which Rated: **CUNY OFFICE ASSISTANT 4**
	Permanent Title of Other Than Above :
Status : **SEMI**	

STEP 4:

Please select the option of "Print to PDF" instead of sending to a printer. Then click "Print" at the bottom.

Print ✕

General | Options

Select Printer

- B-215 LaserJet M570dn Human Resources on hccprintsrv01 Micros
- Fax Send T
- Microsoft Print to PDF

< >

Status: Ready   ☐ Print to file   Preferences
Location:
Comment: Find Printer...

Page Range
- ⦿ All
- ○ Selection   ○ Current Page
- ○ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☐ Collate
11 22 33

Print   Cancel   Apply

STEP 5:

Name the evaluation document and save it into your computer-preferred folder.

STEP 6:

To enable electronic signature, supervisors will find the previously "printed" pdf of the evaluation in their files, right-click the document and select "Edit with Adobe Acrobat."

	IT SUPPORT ASSISTANT	
PENA, ANNIE	TITLE OF RATER	Date
SIGNATURE OF RATER		

(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.
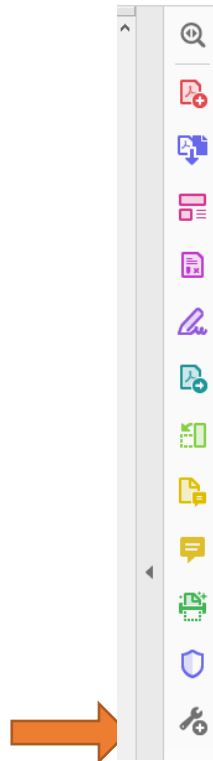
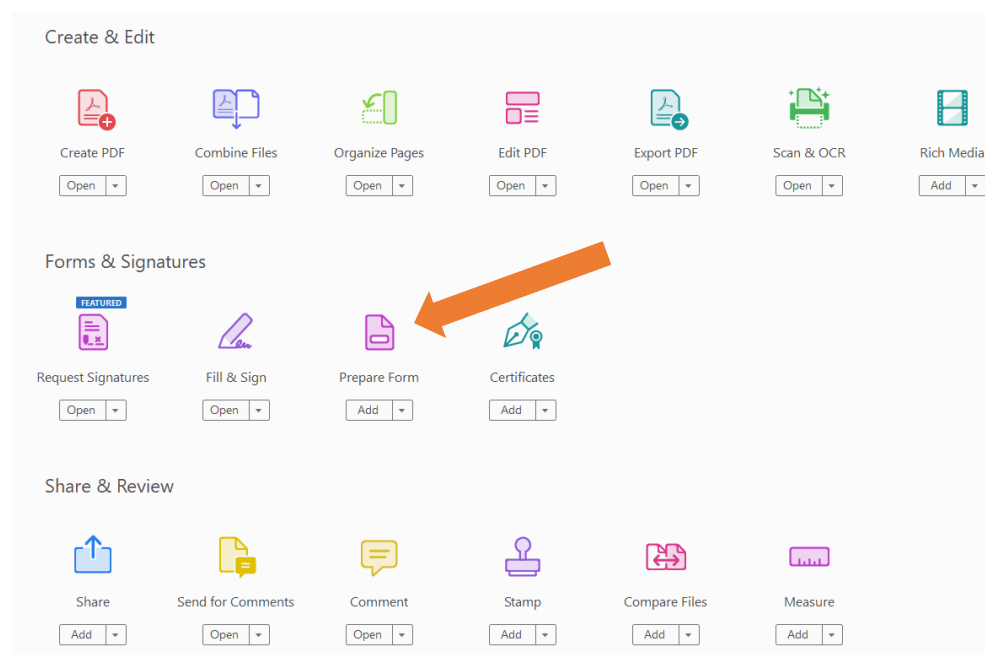|	CUNY OFFICE ASSISTANT	
SIGNATURE OF EMPLOYEE	TITLE	DATE

STEP 7: <u>(You need Adobe Acrobat Pro DC to perform this step. If you do not have Adobe Acrobat Pro/DC on your campus computer, please contact the IT Service Desk via itjobrequest@hostos.cuny.edu).</u>

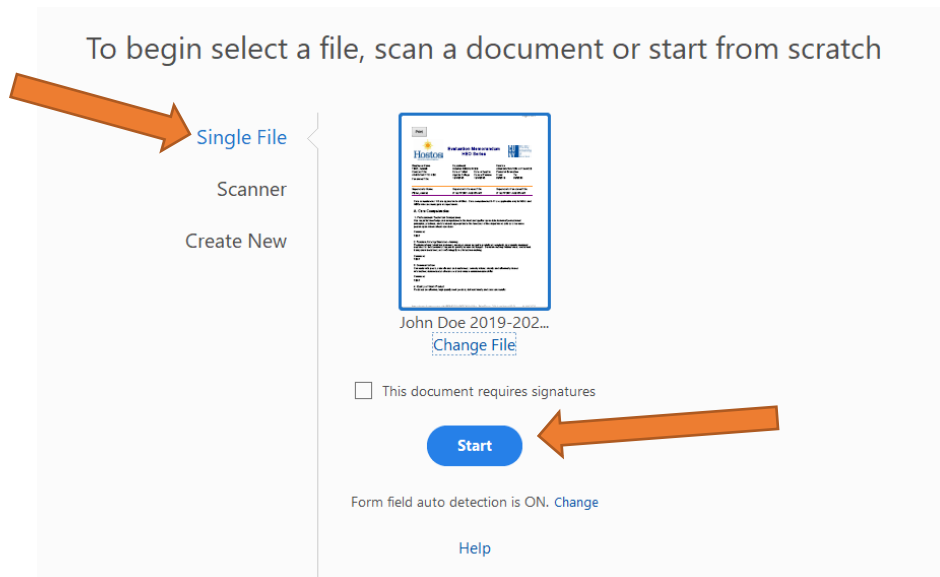Once the evaluation document is open, click on "Tools" to the right hand side of the screen.

And then select "Prepare Form."

STEP 8:

Once the screenshot below pops up, click on "Single File" (see below) and then click "Start."

Once you click "Start," all of the signature fields will be populated and ready for signature except for the field "Signature of Rater". You will need to do one extra step to create a signature field for the "Signature of Rater".

PENA ANNIE	IT SUPPORT ASSISTANT	Date
PENA, ANNIE SIGNATURE OF RATER	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
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 higher level. Only "unsatisfactory" (below standard) ratings are subject to appeal to the Central Office Personnel Office

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 4	DATE_2
SIGNATURE OF EMPLOYEE	TITLE	DATE

To add a signature field on the "Signature of Rater", right click and select cut, go to the top right and select the digital signature icon (arrow #1). Drag the signature box to the "Signature of Rater" box (see arrow #2) and then rename it to "Signature of Rater". Then, click close.

#1

Prepare Form

#2 period stated and is based upon personal observation and/or knowledge of his/her work. I recommend **merit increase.**

Signature of rater

Field Name:

Signature of rater

☐ Required field   All Properties

IT SUPPORT ASSISTANT
TITLE OF RATER

Date
Date

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

ALIGN   CENTER

MATCH SIZE   DISTRIBUTE

More
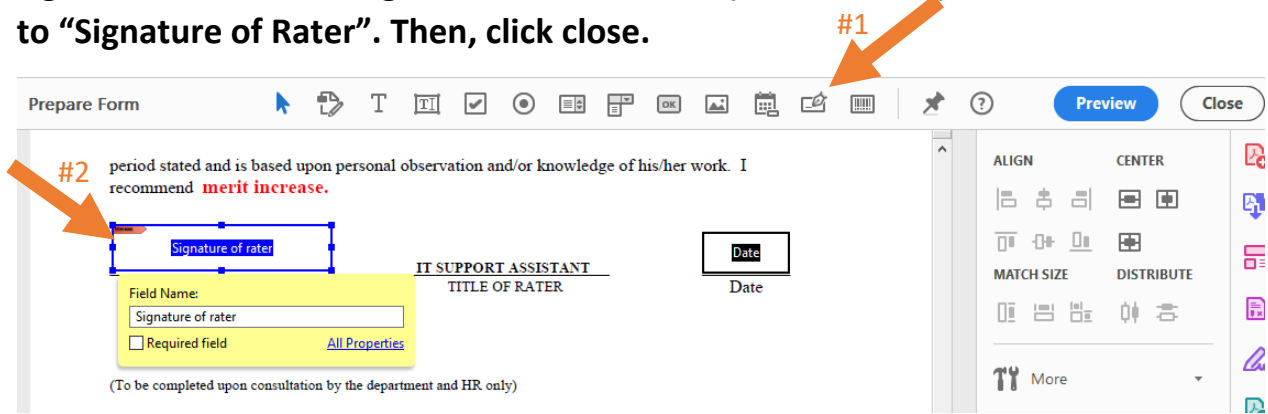
Click on the "Signature of Rater" line to add your digital signature.

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
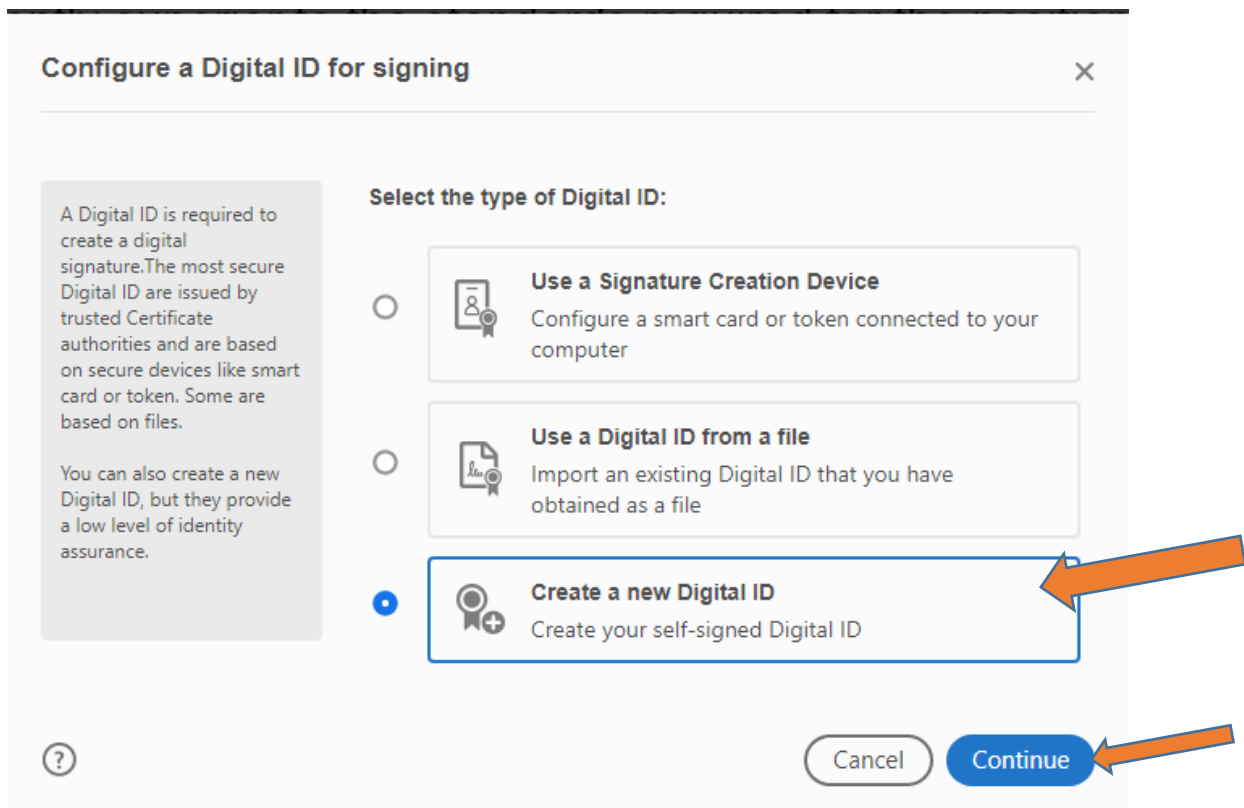
CUNY OFFICE ASSISTANT
TITLE   DATE

STEP 9:

To create a digital signature:

- **Click on the Signature line for Supervisor and click on "Configure New Digital ID" to add the signature.**
- **If you already have a digital signature, click "Continue" and proceed to Step 12.**
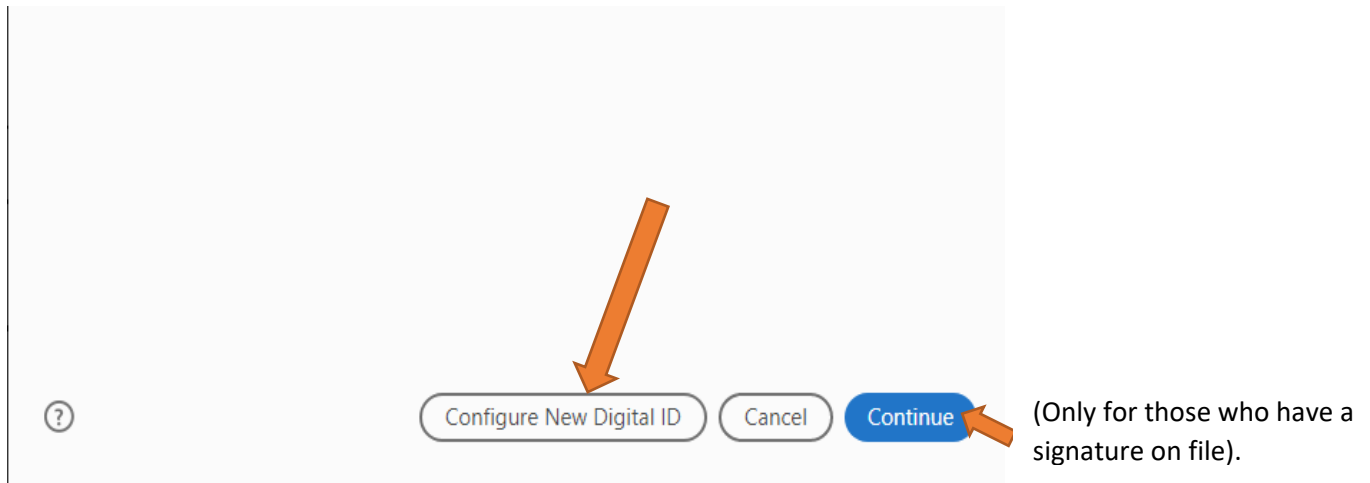
To create the new Digital ID/Signature, select "Create a new Digital ID" and then click "Continue."

STEP 10:

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

STEP 11:

Fill out the Name and Email Address fields and then click "Save."
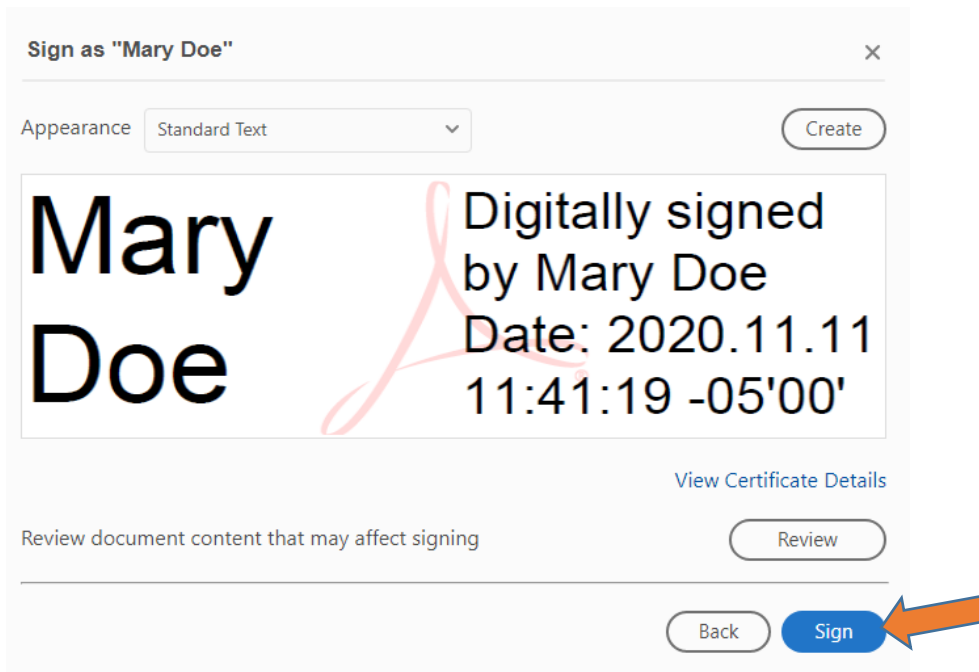
Once you click "Save", your digital signature will be created as shown below. Click "Continue."

STEP 12:

Click "Sign."

STEP 13:

Save the evaluation document, and then email the evaluation as an attachment to the employee for signature. Attach Employee Instructions pdf to the e-mail and advise the employee to sign in acknowledgement of receipt of the document and to return by the end of the day or at the very latest, by the next business day.

STEP 14:

Once received back from employee, forward the signed evaluation to Human Resources (ndisla@hostos.cuny.edu).