

# 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.

<input type="radio"/> Above Average	<input type="radio"/> Needs improvement
<input checked="" type="radio"/> Average	<input type="radio"/> Unsatisfactory

**I recommend:** (choose one)

<input checked="" type="radio"/> Continued employment	<input type="radio"/> Promotion
<input type="radio"/> Employment be discontinued	<input type="radio"/> Merit increase
<input type="radio"/> Tenure (for final report only)	<input type="radio"/> Level movement

**Second Reviewer Comments:**  
(To be completed upon consultation by the department and HR only)

## STEP 2:

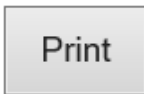
To sign the evaluation document you must click “Submit to HR & Print.”



To sign this form, you must first submit this 'Temporary' draft [online](#).  
Go to 'Evaluations', select the employee, locate the evaluation and then click on the employee's name to open it. At the bottom of the form, click 'Submit to HR & Print'.

TEST_CLASSIFIED_CLA CUNY OFFICE ASSISTAN	HUMAN RESOURCES	ABOVE AVERAGE 02/2018 to 02/2019	PENA, ANNIE	TEMPORARY 11/11/2020
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### STEP 3:

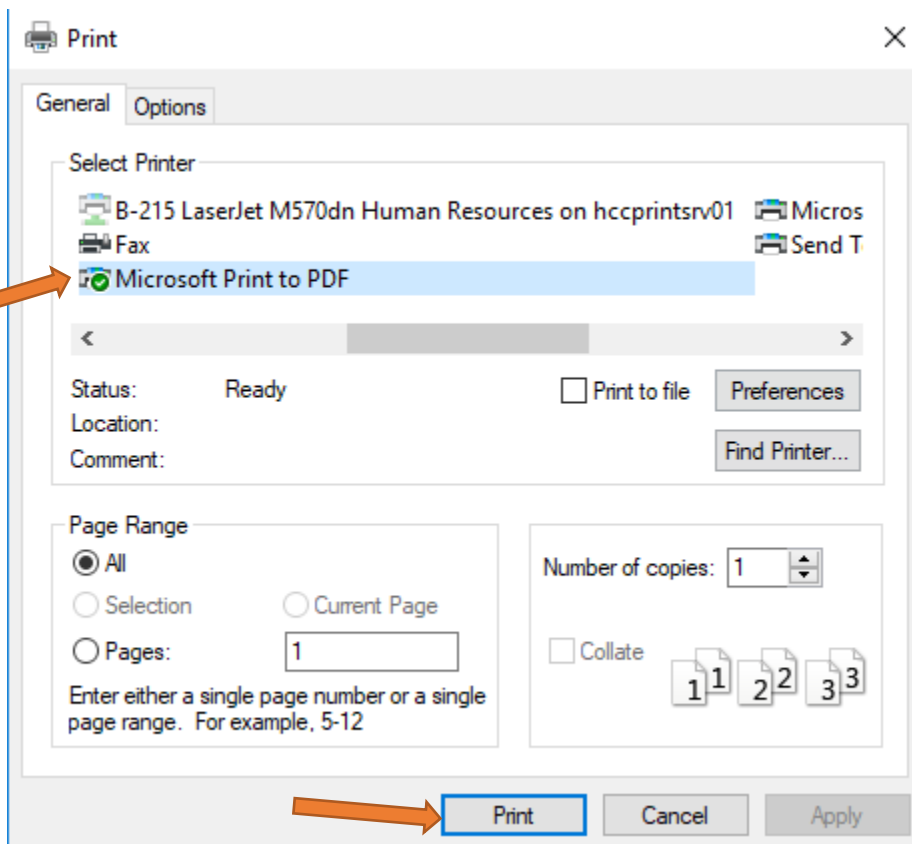
Once the evaluation document is submitted to HR, click “Print” to convert the document into PDF.



		<b>PROBATIONARY AND SERVICE REPORT FOR CLASSIFIED EMPLOYEES</b>			
<b>HOSTOS COMMUNITY COLLEGE</b>					
Evaluation Period From : <b>02/2015 To 02/2016</b>		Name of Employee: <b>TEST_CLASSIFIED, CLASSIFIED</b>			
Type of Evaluation : <b>ANNUAL</b> Probationary Status (if applicable): <b>NA</b>		Office: <b>HUMAN RESOURCES</b>			
Status : <b>SEMI</b>		Title in Which Rated: <b>CUNY OFFICE ASSISTANT 4</b>			
		Permanent Title of Other Than Above :			

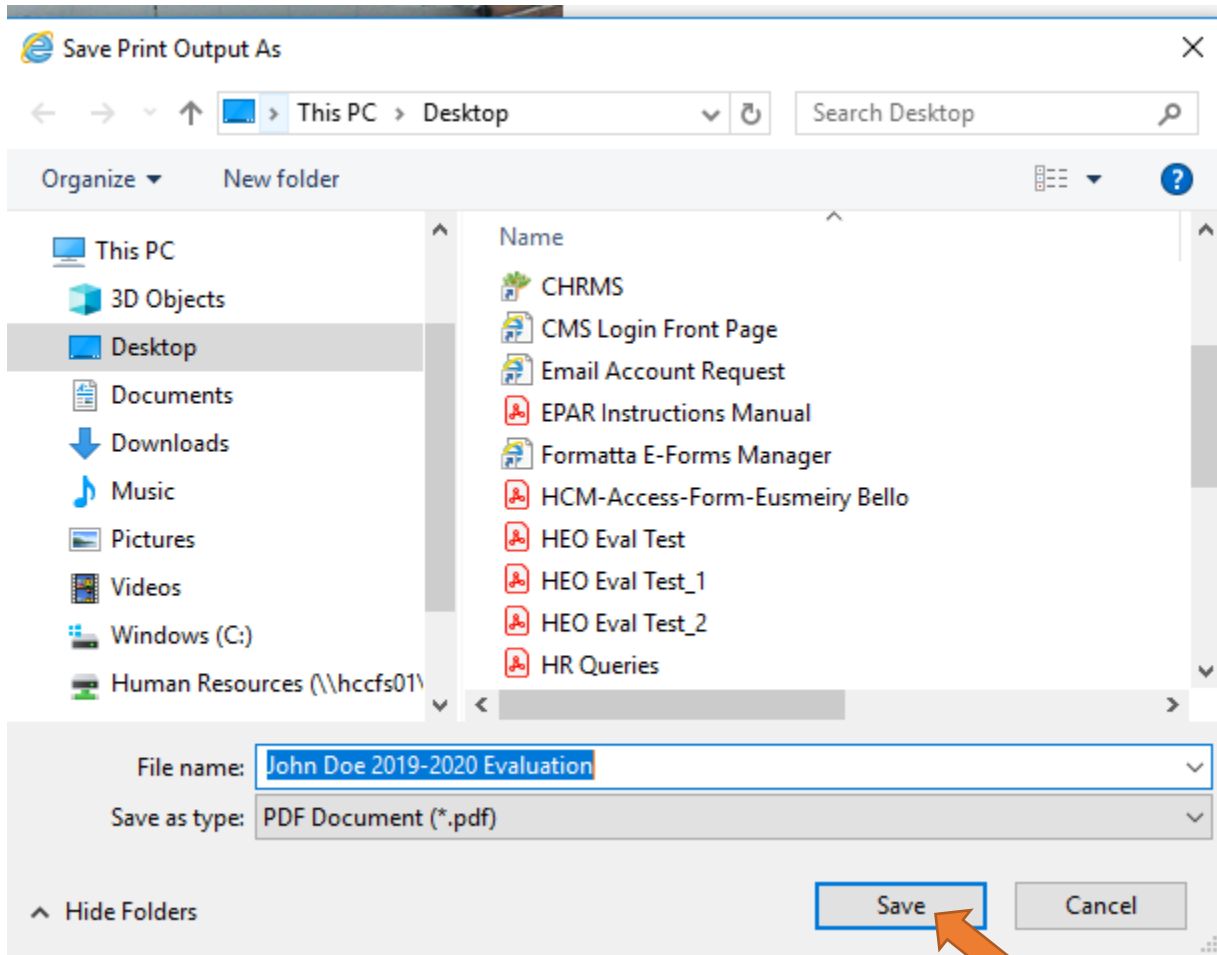
### STEP 4:

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



## 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."

\_\_\_\_\_  
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.

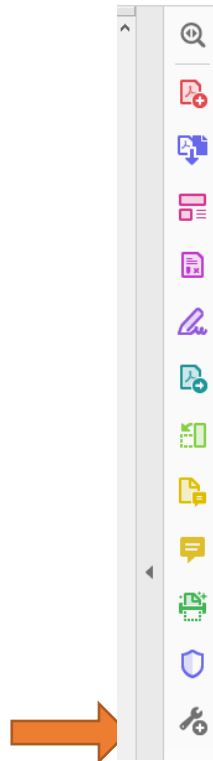
\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
CUNY OFFICE ASSISTANT  
TITLE

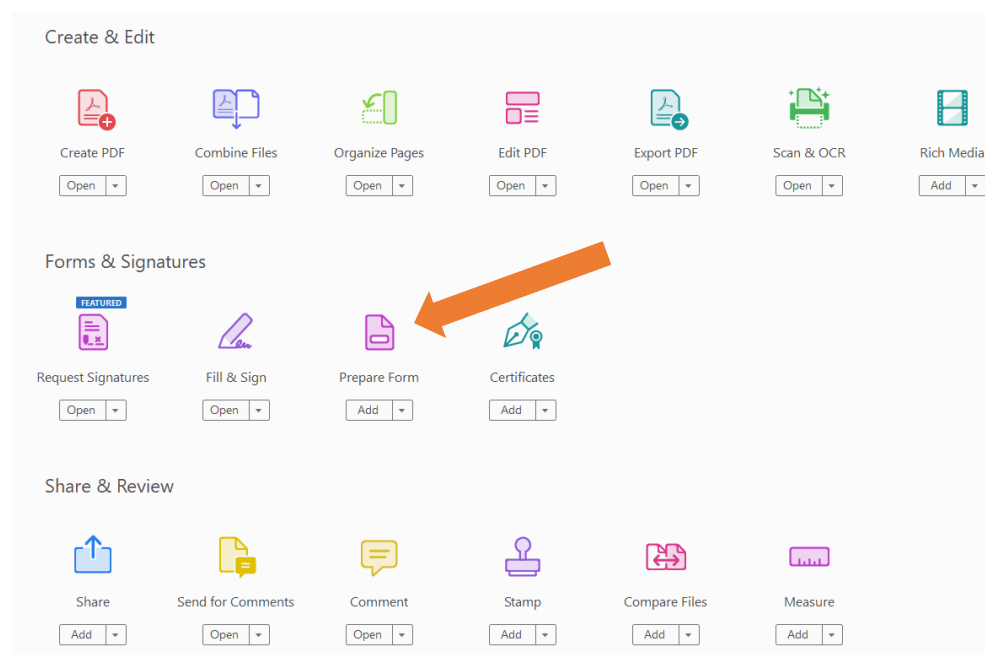
\_\_\_\_\_  
DATE

**STEP 7: (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](mailto:itjobrequest@hostos.cuny.edu)).**

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

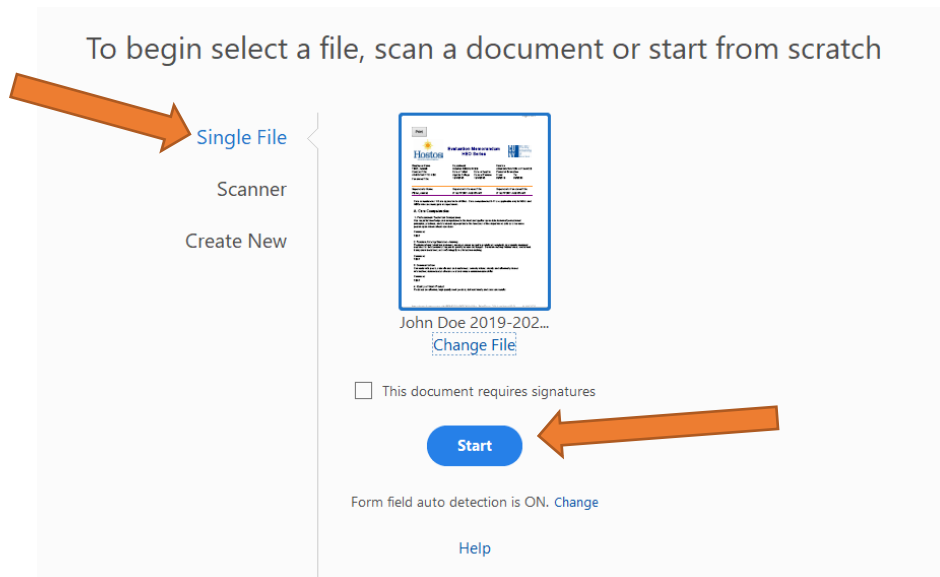


**And then select “Prepare Form.”**



## 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
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PENA, ANNIE  
SIGNATURE OF RATER

IT SUPPORT ASSISTANT

TITLE OF RATER

Date
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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
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SIGNATURE OF REVIEWER

TITLE OF REVIEWER
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TITLE OF REVIEWER

DATE
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DATE

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SIGNATURE OF EMPLOYEE
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SIGNATURE OF EMPLOYEE

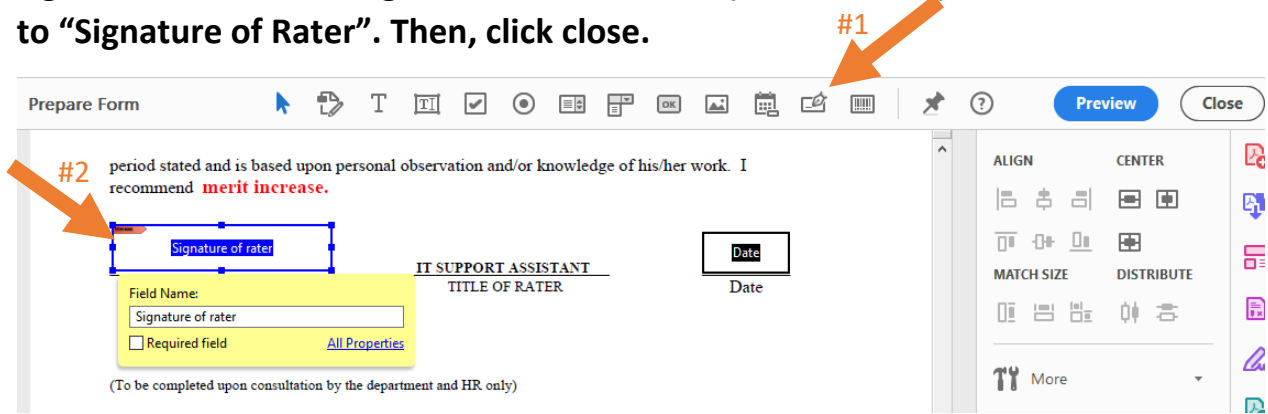
CUNY OFFICE ASSISTANT 4

TITLE

DATE
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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.



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).  
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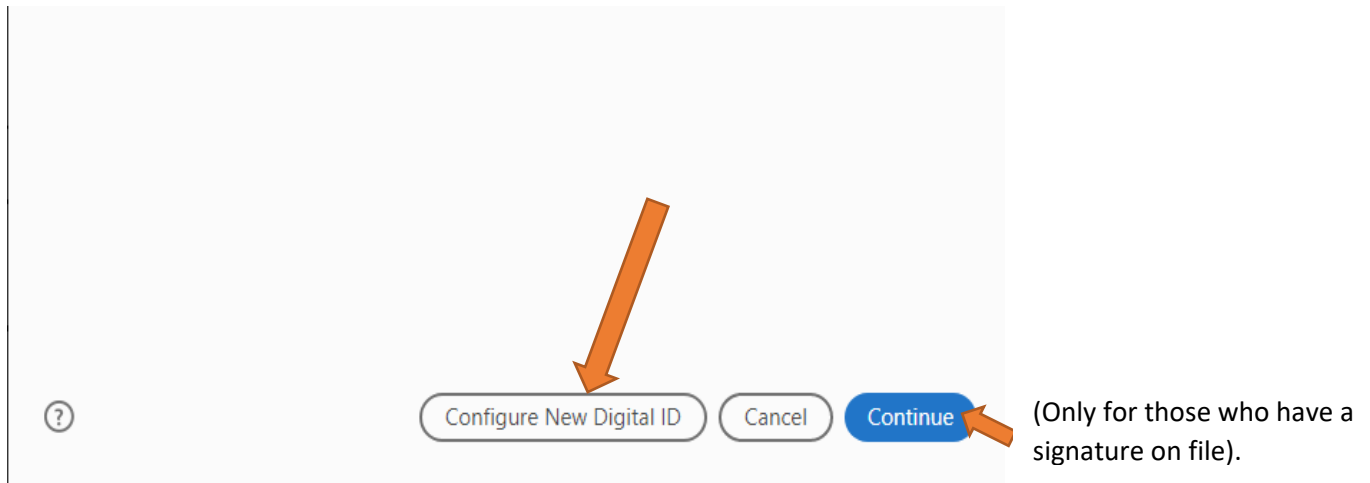
\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_ CUNY OFFICE ASSISTANT \_\_\_\_\_  
TITLE DATE

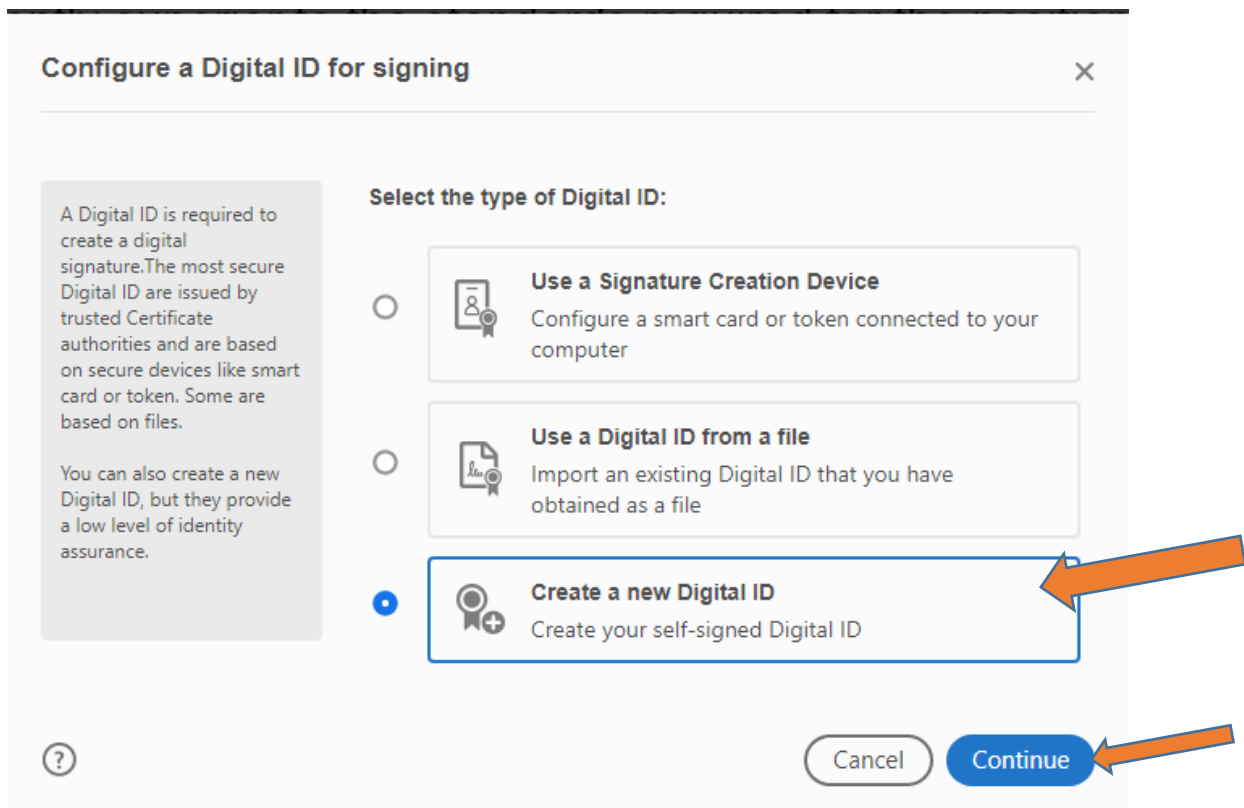
## STEP 9:

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.”

The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication." Below this box is a question mark icon. The main area contains two radio button options: "Save to File" (unselected) and "Save to Windows Certificate Store" (selected). The "Save to Windows Certificate Store" option has an orange arrow pointing to it. At the bottom, there are "Back" and "Continue" buttons, with an orange arrow pointing to the "Continue" button.

## STEP 11:

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

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with text: "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." Below this box is a question mark icon. The main area contains several input fields: "Name" (filled with "Mary Doe"), "Organizational Unit" (placeholder "Enter Organizational Unit..."), "Organization Name" (placeholder "Enter Organization Name..."), "Email Address" (filled with "test@hostos.cuny.edu"), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). Orange arrows point to the "Name" and "Email Address" fields. At the bottom, there are "Back" and "Save" buttons, with an orange arrow pointing to the "Save" button.

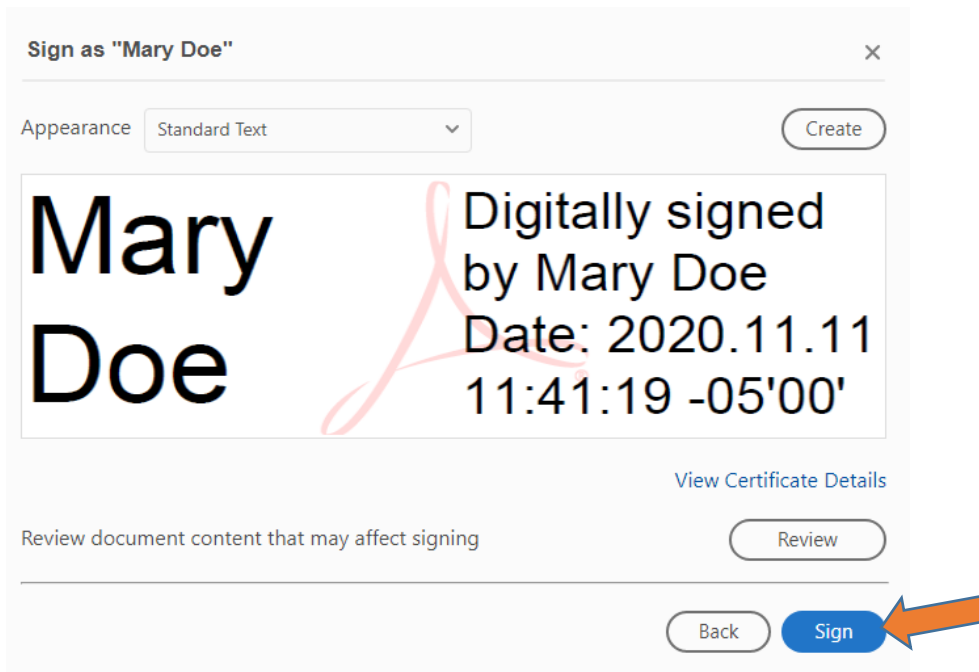
Once you click “Save”, your digital signature will be created as shown below. Click “Continue.”

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. Below the title, it says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. A list box contains one item: "Mary Doe (Windows Digital ID)" with a subtext "Issued by: Mary Doe, Expires: 2025.11.11" and a "View Details" link. Below the list box is a question mark icon. At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue", with an orange arrow pointing to the "Continue" button.



## STEP 12:

Click "Sign."



The screenshot shows a digital signing window titled "Sign as 'Mary Doe'". At the top right is a close button (X). Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main area displays the name "Mary Doe" in large black font on the left. To the right, a red digital signature is overlaid on the text "Digitally signed by Mary Doe" and "Date: 2020.11.11 11:41:19 -05'00'". Below this, there is a link "View Certificate Details". At the bottom, there is a "Review document content that may affect signing" section with a "Review" button. At the very bottom, there are "Back" and "Sign" buttons. An orange arrow points to the "Sign" button.

## 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](mailto:ndisla@hostos.cuny.edu)).