

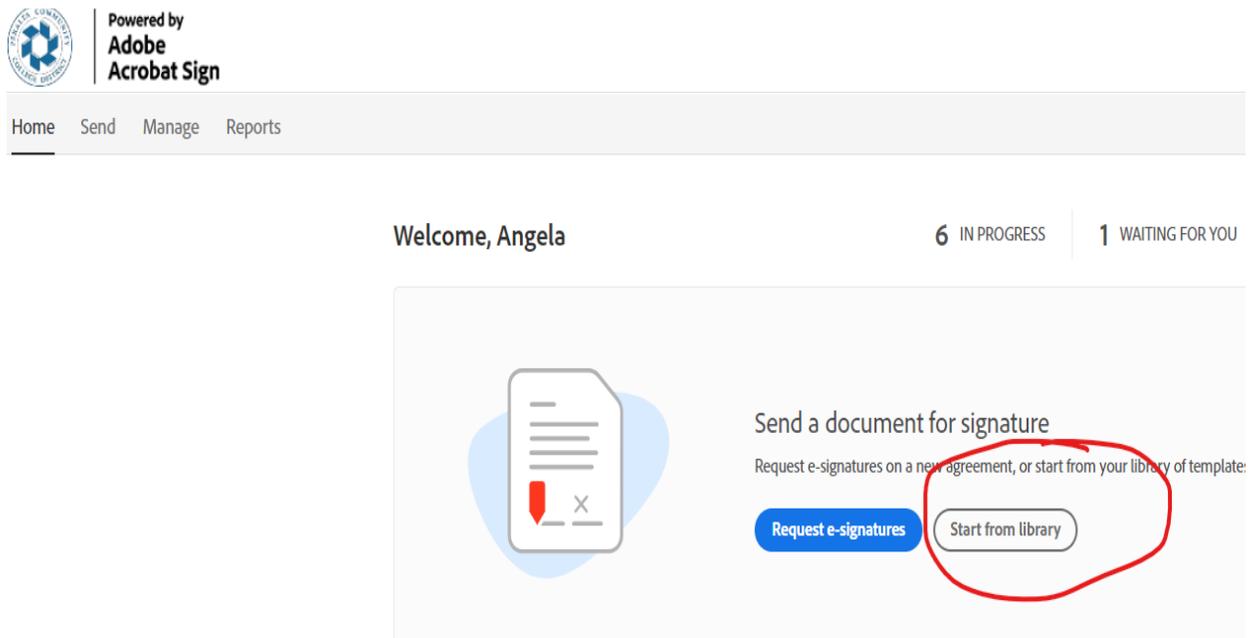
# Instructions for using Adobe Sign

## Performance Evaluation Template:

SKIP TO STEP (V) IF YOU USED LINK TO GO STRAIGHT TO ADOBE SIGN FORM.

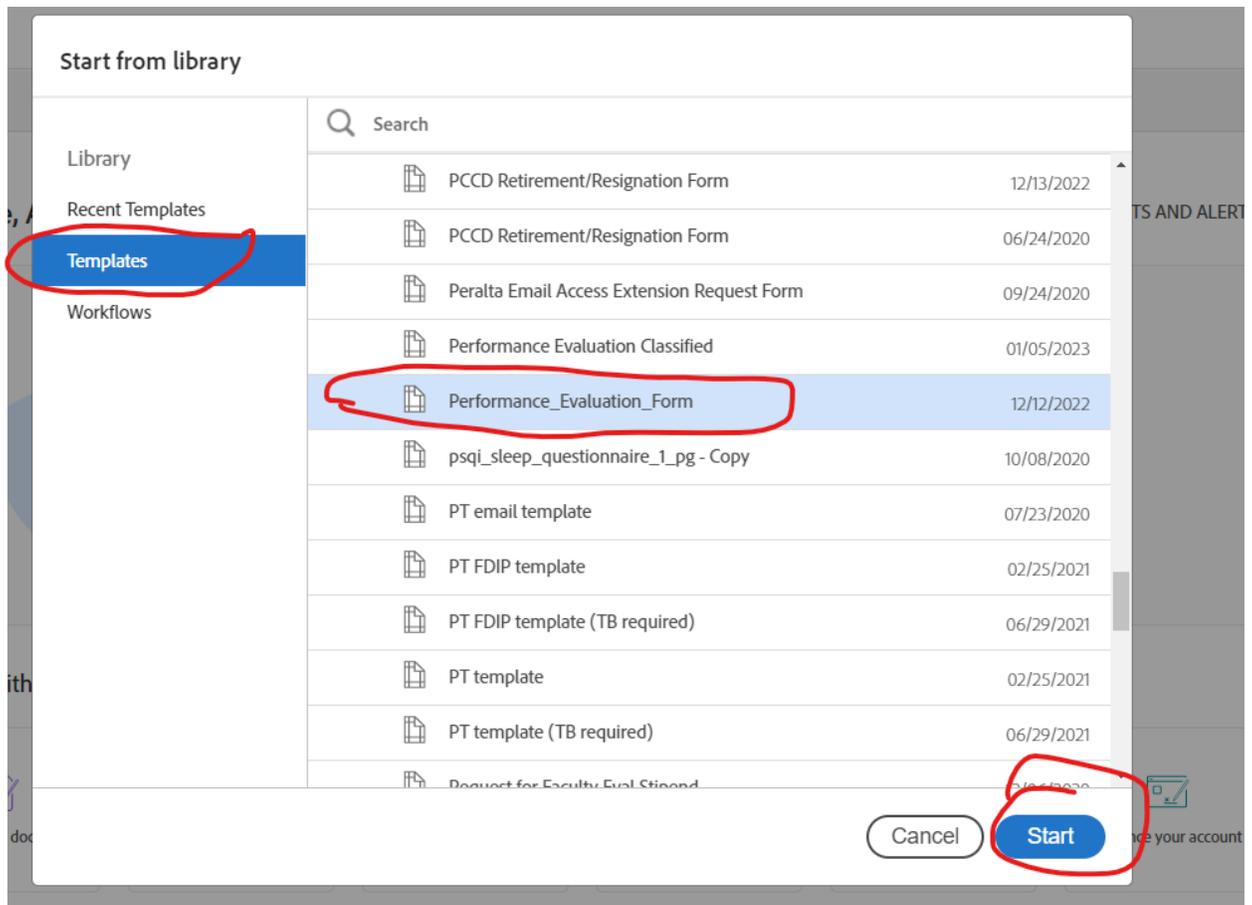
Steps to complete your Adobe Sign (Recommended Method) evaluation for your direct report. Go to Adobe Sign.

- I. Click Start from Library.



The screenshot displays the Adobe Sign user interface. At the top left is the logo for the University of California, San Diego, with the text "Powered by Adobe Acrobat Sign" next to it. Below the logo is a navigation bar with links for "Home", "Send", "Manage", and "Reports". The main content area shows a welcome message "Welcome, Angela" and two status indicators: "6 IN PROGRESS" and "1 WAITING FOR YOU". The primary action area contains a document icon with a red pen and a blue highlight, followed by the heading "Send a document for signature" and the subtext "Request e-signatures on a new agreement, or start from your library of templates:". Two buttons are present: "Request e-signatures" (a blue button) and "Start from library" (a white button with a grey border). The "Start from library" button is circled in red.

- II. Click Templates.
- III. Select Performance Evaluation Form.
- IV. Click start.



- V. Enter the email address of the person you are evaluating. (#1 below is the person to be evaluated)
- VI. #2 Click (Add Me) see example. This is done so that you can review the employee's response before sending to Director.
- VII. Enter the Div./Dept Administrator email address on the #3 line (see below).

Get documents signed  
Send an agreement to others for e-signing, approval, or other processing.

**Recipients\***

Complete in Order  Complete in Any Order  [Add Me](#) [Add Recipient Group](#) [?](#)

1		mchandra@peralta.edu	Email	
2		Myself	Email	
3		iadesida@peralta.edu	Email	
4		Enter recipient email		

[Show CC](#)

**Message\***

Performance Evaluation Classified

Please review and complete Performance Evaluation Classified.

**Files\*** [Add Files](#)

Performance Evaluation Classified

**Options** [?](#)

- Password Protect
- Set Reminder

Recipients' Language

English: US

VIII. Click Preview & Blue Next Button.

IX. Then click Send Button on the right. (see examples)

1	<input type="text" value="mchandra@peralta.edu"/>	Email	
2	<input type="text" value="Myself"/>	Email	
3	<input type="text" value="iadesida@peralta.edu"/>	Email	
4	<input type="text" value="Enter recipient email"/>		

Show CC

Message\*

Performance Evaluation Classified

Please review and complete Performance Evaluation Classified.

Files\* [Add Files](#)

Performance Evaluation Classified

Drag More Files Here

Options

Password Protect

Set Reminder

Recipients' Language

English: US

Preview & Add Signature Fields

Next

Peralta Community College District

WORK PERFORMANCE EVALUATION

CLASSIFIED / PROFESSIONAL / CONFIDENTIAL / SUPERVISORY EMPLOYEES / CLASSIFIED MANAGERS

Employee Name (First, M, Last) / Employee ID#	Department / Location	Job Title
Supervisor Name	Div./Dept. Administrator Name	
Evaluation Period FROM: TO:	Evaluation Type: Select... Select...	

Evaluate employee's performance in present assignment, basing your evaluation on the entire period covered by this appraisal. Mark the most appropriate square. Marks must be substantiated in the appropriate narrative sections if other than Meets Expectations. If this is a 5-month probationary period evaluation, please indicate your views on passing the probationary period.

RECIPIENTS

- mchandra@peralta.edu (Signer)

Signature Fields

- Signature
- Digital Signature
- Initials
- Signature Block
- Stamp

Signer Info Fields

Data Fields

More Fields

[Reset Fields](#)

Save as template

Back Send

- X. Fill out all areas highlighted in yellow. This will be the evaluation that will go to your direct report for comments and signature. All areas should be filled out. You may click the Next tab or click into each box and type your response to each question. You may put N/A if needed. **NOTE ALL BOXES DO NOT REQUIRE A RESPONSE. THOSE THAT REQUIRE A RESPONSE WILL NOT ALLOW YOU TO MOVE TO NEXT BOX.**



## Peralta Community College District

### WORK PERFORMANCE EVALUATION

CLASSIFIED / PROFESSIONAL / CONFIDENTIAL / SUPERVISORY EMPLOYEES / CLASSIFIED MANAGERS

Next

Employee Name (First, M. Last) / Employee ID#		Department / Location *	Job Title *
Joe			
Supervisor Name *		Div./Dept. Administrator Name *	
Evaluation Period	FROM: *	TO: *	Evaluation Type: *Select... ▼
Evaluate employee's performance in present assignment, basing your evaluation on the entire period covered by this appraisal. Mark the most appropriate square. Marks must be substantiated in the appropriate narrative sections if other than Meets Expectations. If this is a 5-month probationary period evaluation, please indicate your views on passing the probationary period.			

# XI. Once all information has been completed. Click to Send.



Options ▾ Performance\_Evaluation\_Form

1. <input type="text"/>	<input type="text"/>	1. No longer Applicable to current Department needs.
2. <input type="text"/>	<input type="text"/>	2. Outstanding Department / Division / District contribution.
3. <input type="text"/>	<input type="text"/>	3. Successful Completion.
4. <input type="text"/>	<input type="text"/>	4. Needs Improvement / Training.
5. <input type="text"/>	<input type="text"/>	5. Unsatisfactory / Incomplete.

**GOALS FOR NEXT YEAR** (If applicable, summarize goals for the coming year.)

F

**OVERALL PERFORMANCE RATING**

Superior	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Next Performance Review Dates:</b> (Regular Employees with two successive "Meets		1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>

Thank you for prefilling this document

[Click to Send](#)

The document will go to the person being evaluated, and then route back to you for your signature before going to the Division/Department Administrator. Once all signatures are completed, please forward to Human Resources for filing to employee's personnel file.

Once everyone has completed signing the Evaluation form you will receive this notice in your Adobe Sign account after your final signature.

You finished signing "Performance\_Evaluation\_Form".

Next, Angela Perry will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.