

## Classified Employee Evaluations

The Governor has not changed the deadline for the classified employee annual evaluations, so they are still due to the HR Department by 5:00pm on March 31, 2020. Supervisors are expected to hold a phone meeting with their employees to discuss their performance evaluations. Completed evaluations can be sent to Human Resources at [human.resources@unco.edu](mailto:human.resources@unco.edu) or campus box 54.

## Alternate Signature Options

Since a physical signature may not be possible at this time, there are some alternative options for supervisors and employees signing the evaluation prior to submitting to HR.

### Sign using Adobe PDF

1. When the evaluation is complete, open the PDF document or form that you want to sign.
2. Click the Sign icon in the toolbar.
3. The Fill & Sign tool is displayed.
4. The form fields are detected automatically.
5. Click the Sign icon in the toolbar, and then choose whether you want to add your **signature** or just initials.

### Sign via Email

If an employee doesn't have access to Adobe PDF, the employee can send an email stating that they are signing off on their evaluation. The supervisor should save the email and attach it to the evaluation file prior to sending to HR. Statements should be as follows:

"I agree with the Final Evaluation." And type name prior to sending email to supervisor.

or

"I disagree with the Final Evaluation." In this instance, the employee should type a written explanation for the disagreement and type their name as a signature prior to sending to their supervisor.

### Sign via Text Message

For employees who do not have access to a computer, the employee can send a text message to their supervisor acknowledging review of their evaluation. The supervisor should take a screenshot of this message and attach the image to the evaluation prior to sending to HR.

The text messages should state:

"I (insert full name) agree with the Final Evaluation."

or

"I (insert full name) disagree with the Final Evaluation." In this instance, the supervisor should contact HR and HR will contact the employee to document a written explanation as to why they disagree with the final evaluation.