

# Adobe Sign Guide

## How to Send the MPP Performance Assessment Form for Signature

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1. Before beginning this process, you must **fully complete** the *MPP Performance Assessment form* (either the PDF or MS Word version). Blank templates are available on the HR Website under Performance Management: <https://www.csueastbay.edu/hr/hr-forms.html>.
2. Sign in to Adobe Sign: <https://sign.csueastbay.edu>
  - a. Select **Continue with Google** (Image 1) and select your @csueastbay.edu email account.

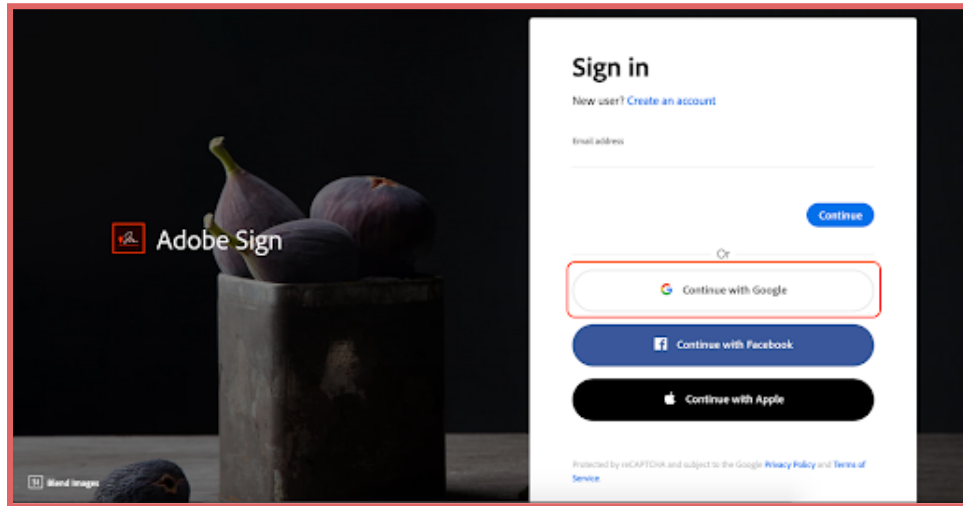


Image 1 - Login screen

3. Once signed in, go to the Adobe Sign **Home page**. (See Image 2)
  - a. If the system opens to a different screen, click “Home” in the top left corner next to the Logo.

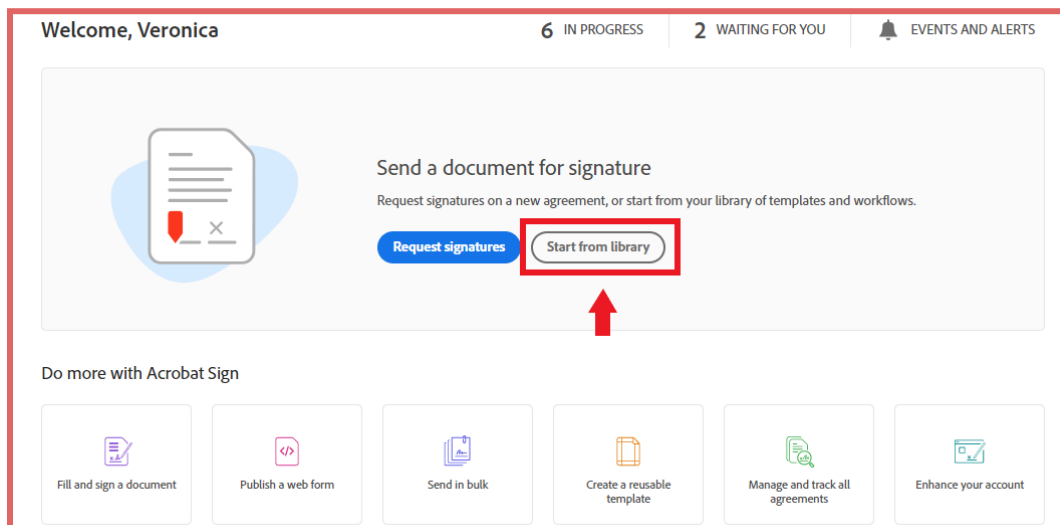


Image 2 - Home page

4. Click on the “**Start from Library**” button. (See image 2)
5. In the newly opened window, select **Workflows**. It may take a few seconds to show up. Do not select “*Templates,*” although it’s the default setting.
6. Use the search bar to type keywords in the form's title. E.g., “MPP” or “Evaluation” (See Image 3).
7. Select **HR - Evaluation - MPP Performance Assessment - Signature Page**

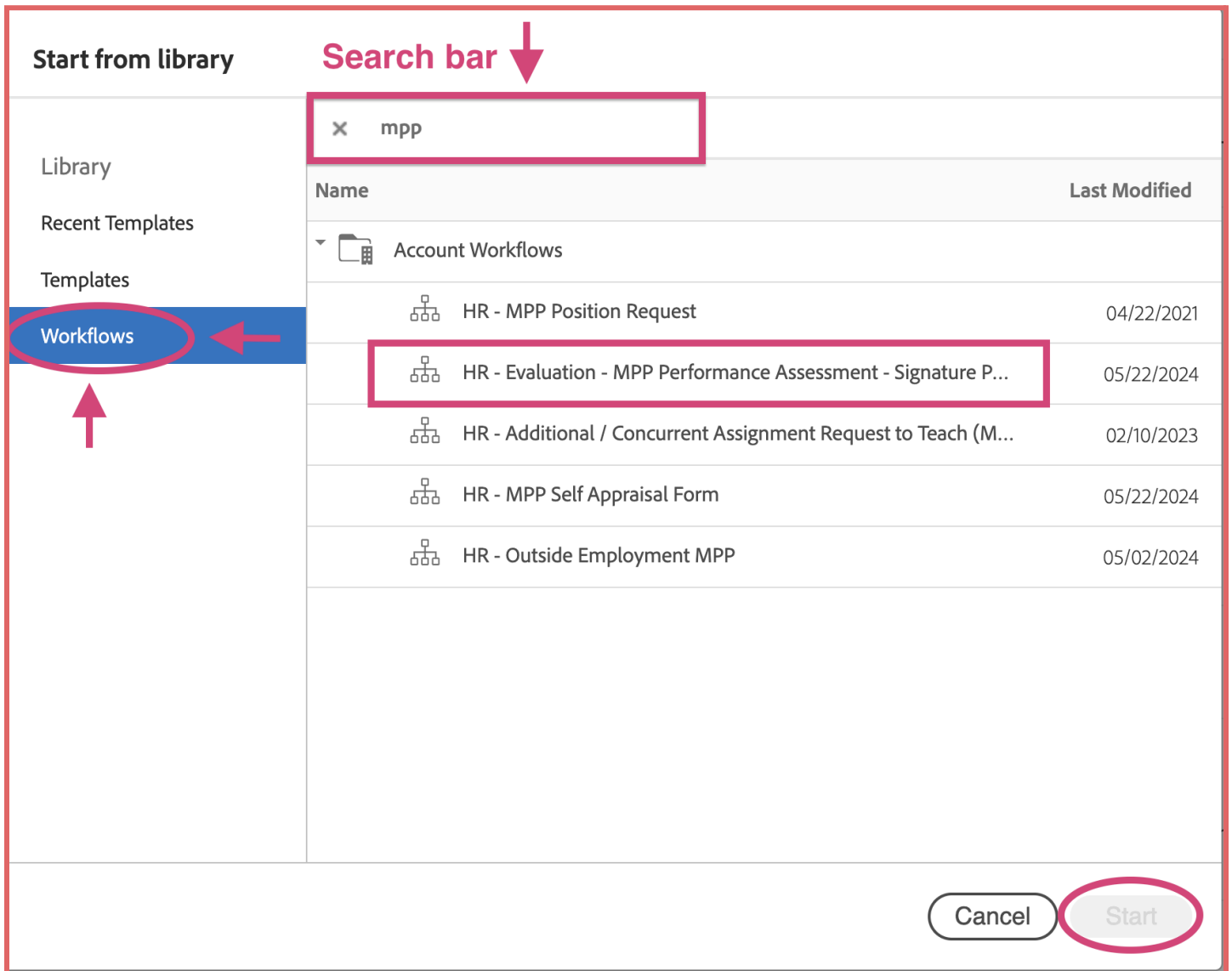


Image 3 - Select a Workflow Pop-up Window

8. **RECIPIENTS.** After you select the Workflow, you will add the recipients *before* the document is filled out and sent. To route to the recipients, **enter their email addresses.** (see image 4)

The screenshot shows a web interface for adding recipients. At the top, it says "HR - Evaluation - MPP Performance Assessment - Signature Page". Below that, it asks "How this workflow works?" and provides instructions: "Upload completed MPP Performance Assessment in the 'add file' section." The "Recipients" section is highlighted with a red border. It includes a question mark icon. Under "Recipients", there are three rows: "Evaluator / Manager\*", "Employee\*", and "HR Approver\*". Each row has a text input field, a dropdown menu with a "None" option, and a speech bubble icon. The "Evaluator / Manager" field contains "Myself". The "Employee" field contains "Enter recipient email". The "HR Approver" field contains "evaluations@csueastbay.edu" and has a checkmark icon. Below the recipients is a "CC" section with a "Hide" link and a "Cc" label. The "Cc" field contains "Enter CC's emails".

Image 4 - Recipient Workflow

- a. **Manager:**
  - i. This is your email address and is already pre-populated.
- b. **Employee:**
  - i. Enter the email address of the employee you are evaluating.
- c. **Human Resources Approver:**
  - i. This email address is pre-populated and should not be changed.
- d. A **CC** field is available should anyone else need to receive a final copy of the agreement. Multiple email addresses can be entered in this field. *All email addresses already included in the workflow will receive a final copy of the agreement.*

9. **DOCUMENT NAME. Important!** Add the **Last Name** and **First Name** of the individual you are evaluating. *This will become the email subject and will make it easier to track.* (See Image 5).

**Document Name \***

LAST NAME, FIRST NAME MPP Performance Assessment

**Options** ?

Set Reminder

**Message \***

Please Sign.

**Files**

Upload MPP Performance Assessment \*

**Add File**

Signature Page \* HR - Evaluation MPP Signature Page v3

**Send**

Image 5 - Document Name and Files

10. **ATTACH THE COMPLETED (not blank) MPP PERFORMANCE ASSESSMENT.** To attach the *completed* MPP Performance Assessment, click on **“Add File”** and upload the document from your computer.

11. **SEND.** Click **Send** to start filling out the form. The form won’t actually be “sent” until it has been filled out. It may take a few minutes to open. (Image 6)

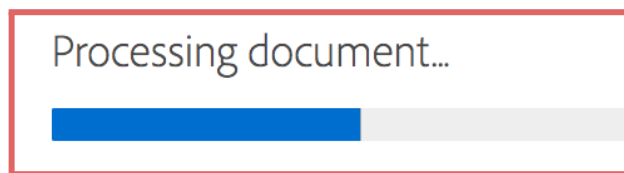


Image 6 - It may take a few minutes to open the document to fill out

12. **MPP PERFORMANCE ASSESSMENT SIGNATURE PAGE.** (see image 7)

- You will be taken to the signature page.
- Complete the performance evaluation by selecting one of the three options.
- Provide your eSignature. The date is populated automatically.
- Click the blue button at the bottom (or top) of the screen to submit.

## MPP Performance Assessment

EMPLOYEE NAME:

EMPLID:

DEPARTMENT:

Start

Exceeds Expectations

Meets Expectations

Does Not Meet Expectations

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\* Click here to sign

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
May 22, 2024

\_\_\_\_\_  
Date

cc: Human Resources  
Employee  
Supervisor

Image 7 - Signature Page

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign

Image 8 - Submit button

13. Upon submission, the form will automatically route to your employee for their review and signature. They will also be required to enter their EMPLID and Department.

14. HR will receive the agreement following the employee's signature.

End of process.

### Document History

Revision Date	Author	Description
5/22/2024	Veronica Salvador	Document creation