Adobe Sign Guide

How to Send the MPP Performance Assessment Form for Signature

Created May 22, 2024

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](https://www.csueastbay.edu/hr/hr-forms.html).

2. Sign in to Adobe Sign: [https://sign.csueastbay.edu](https://sign.csueastbay.edu)
   a. Select **Continue with Google (Image 1)** and select your @csueastbay.edu email account.

   ![Image 1 - Login screen](image1)

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](image2)
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)

---

**HR - Evaluation - MPP Performance Assessment - Signature Page**

How this workflow works?
Upload completed MPP Performance Assessment in the "add file" section.

**Recipients**

**Evaluator / Manager**
- [ ] Myself

**Employee**
- [ ] Enter recipient email

**HR Approver**
- [ ] evaluations@csueastbay.edu

**CC**
- [ ] Hide

**Cc**
- 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).

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)*

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.
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**

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/22/2024</td>
<td>Veronica Salvador</td>
<td>Document creation</td>
</tr>
</tbody>
</table>