FY16 FINAL EVALUATION

PeopleSoft Processing Guide

Teacher & School-Based Leader Guide



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Introduction

The School District of Palm Beach County will be processing Teacher, Assistant Principal and Principal Evaluations in PeopleSoft as of FY16. This manual will provide the guidance needed to complete this portion of the Evaluation requirements.

he manual will include screen shots and additional links to each processing element for easy reference.

 ICON KEY

 Image: Constraint of the second second

The "**icon key**" at left was produced to assist you in identifying key information throughout this guide. Valuable information and video assistance will be flagged along with areas for you to take personal notes.

School Based Employee Evaluation Responsibilities

The flow chart below identifies the evaluation responsibilities for the Principal and the Regional Superintendent in the evaluation process of all School Based Employees.



Principal Guide for Teacher Evaluation Processing

Der Pathway - from PeopleSoft navigate to Human Capital Management then the following:

Main Menu \rightarrow Manager Self Service \rightarrow Performance Management \rightarrow PB Dept Evaluation

\rightarrow	Main Menu Search Menu:		
	🗀 Self Service		
\rightarrow	🗀 Manager Self Service		
-	🗀 Workforce Administration	Performance Managemen	BR Pers Evaluation
	🗀 Benefits	•	
	Workforce Development	►	

Trom PB Dept Evaluation screen you will be able to select the School/Department, fiscal year, evaluation type (Mid-Year, Annual), and the employee category.

Searc	h Criteria			
Departm Fiscal Ye Evaluati Cat 1A,1	nent: ear: on Type: IB or 2 Tchr or P	begin: = PR,AP: begin:	s with v	1611 2016 ▼
Search	h Clear	Basic Searc	<u>h</u> 📴 S	Save Search Criteria
View All			First	1-5 of 5 🕟 Last
Departme	ent Fiscal Year Ev 2016 AF	aluation Type ? Annual	Cat 1A,1I	B or 2 Tchr or PR,AP

C Select the type of evaluation "Tch Annual" for Final Evaluation and "Tch Mid Yr" for Mid-Year Evaluation, and then select the search. The search results will be shown below the search option when the screen refreshes. To proceed click on the Teacher category for processing.

Processing can be done individually by employee or through a grid system shown below. Instructions are at the top of the screen with a video demonstration link for additional support.

Select the button next to Emplid to transfer to Employee's evaluation screen to sign electronically.						E To Pi	valuation D o print your ress the Re	<u>emonstrati</u> entire depa fresh Data	on Video artment doo button to re	cuments, cli	ck here age	Manager Refresh D	Summar Data	У	
	Select	Empl ID	Last Name	First Name	Eval Code	Prin/Dir Approve Eval	Empl Agree to Evaluation	Empl Disagree to Evaluation	Empl Signed Evaluation	Empl Unavailable to Sign	Empl refused to sign	Supporting Docs Recvd	Prin/Dir Signed	Witness Emplid	Eff D
	Select	Empl ID 1234567	Last Name Allen	First Name Barry	Eval Code Highly Eff	Prin/Dir Approve Eval	Empl Agree to Evaluation	Empl Disagree to Evaluation	Empl Signed Evaluation	Empl Unavailable to Sign	Empl refused to sign	Supporting Docs Recvd	Prin/Dir Signed	<u>Witness</u> Emplid	Eff D
	Select Select 2 Select	Empl ID 1234567 1234499	Last Name Allen Danvers	First Name Barry Kara	Eval Code Highly Eff Highly Eff	Prin/Dir Approve Eval	Empl Agree to Evaluation	Empl Disagree to Evaluation	Empl Signed Evaluation	Empl Unavailable to Sign	Empl refused to sign	Supporting Docs Recvd	Prin/Dir Signed	Witness Emplid	Eff D 06/3
	Select Select Select Select 3 Select	Empl ID 1234567 1234499 1234599	Last Name Allen Danvers Winfrey	First Name Barry Kara Oprah	Eval Code Highly Eff Highly Eff Highly Eff	Prin/Dir Approve Eval	Empl Agree to Evaluation	Empl Disagree to Evaluation	Empl Signed Evaluation	Empl Unavailable to Sign	Empl refused to sign	Supporting Docs Recvd	Prin/Dir Signed	Witness Emplid	Eff D 06/3 06/3
	Select Select 2 Select 3 Select 4 Select	Empl ID 1234567 1234499 1234599 1234699	Last Name Allen Danvers Winfrey Hanks	First Name Barry Kara Oprah Thomas	Eval Code Highly Eff Highly Eff Highly Eff Highly Eff	Prin/Dir Approve Eval	Agree to Evaluation	Empl Disagree to Evaluation	Empl Signed Evaluation	Empl Unavailable to Sign	Empl refused to sign	Supporting Docs Recvd	Prin/Dir Signed	Witness Emplid	Eff C 06/3 06/3 06/3 06/3

To open the evaluation for Teachers to view the Principal will complete the following process:

- Review the grid to see the evaluation data for the Teacher(s), if there are no concerns, then check the first box titled "**Prin/Dir Approve Eval**", this will release the page to the Teacher for viewing. All or multiple Teachers can be selected on this screen, after the box is checked, then select "**Submit**" at the bottom of the screen.
- ➢ Notice that from this page a Principal/Director can monitor the progress of the process, once the Teacher signs the evaluation the Principal/Director can see if the Teacher agreed/disagreed, and signed.
- Upon seeing that the Teacher signed then the Principal can complete the process by clicking the "Select" button by the Teacher's name and completing the following tasks:
 - Review the individual page for the Teacher, if the Teacher has either agreed/disagreed and has signed the document the Principal/director will then select "Prin/Dir Submit Signature" and then select "Save" to complete the processing for this Teacher. See screen shot on next page as a reference.

Þ

Submit

Employee E	valuation & Evaluatio	on Components	i						Find	/iew All First KI	1 of 1
*Empl ID	1234568					*6	Eff Date	05/21/201	16 📴	*Fiscal Yr 2016	5
*Dept/Schl	2631	Palm Beach	h Centra	al High S	ch	*(Union Co	de 01T	Job Indi	cator Primary	~
*Job Code	52300			чюн							
Eval Type	Tch Annual		NG OIL	high		F	valuatio	vn Level:	Highly Eff	ective 🗸	
This Section	on for Instructional Er	mployees Only					Valuare	II LOVON			
Instruct	tional Practice Comp	onent %	60	Instructi	ional Prac	tice Score	4.0				
Prof/Jo	b Responsibilities Co	omponent %	0	Prof/Job	Respons	ibilities Score	0.0		Final (Eval Score 3.	6
Instruct (Sc	tional Leadership Co chool Administrators of	mponent % only)	0	Instructi	ional Lead	lership Score	0.0		Arrestant		1
* Measur	res of Student Learni	ing Growth	Statew	vide	~	Stude	ent Lean	ning Growt	h Assign Ty	pe School	~
(Te	eachers and School A	(dministrators)				Stude	ent Lear	ning Growt	h Score Typ	be	~
Student	t Learning Growth Co	omponent %	40			Stude	ent Learn	ning Growt	h Percent R	lank 65	
(Te	eachers and School A	(dministrators)				Stude	tudent Learning Growth Score			3.0	
*This	field indicates the me	easures upon v	which st	udent le	arning gro	owth, as define	d by Sec	tion 1012.	34(7)(a)-		
1.1.84											
	Employee Agree	- to Fuel		Emi	laures Dia						
	Employee Agre	e to Eval		Emh	bloyee Dis	agree to Eval					

Employee S	Signature		Date Signed
\rightarrow	Employee Unavailable to Sign	Employee Refused to Sign	Supporting Document Received
Supporting	Documentation Information (ie Certfied	Mail Receipt number and date mailed)	
7			
Principal/Di	rector Signature		Date Signed
			Prin/Dir Submit Signa
Witness En	nplid		
Last Upd D	Tm 11/05/16 4:05:32PM		Printable Version

Processing Special Circumstances:

- Teacher not available to sign evaluation: From the grid, click the "Select" button by the Teacher's name, go to the bottom of the form and click the box "Employee Not Available to Sign", also select "Supporting Document Received" and enter the <u>Certified Mail</u> <u>Receipt Number</u> to indicate that the document has been mailed to the Teacher via Certified Mail, Select the "Prin/Dir Submit Signature" and then select "Save" to complete the processing for this Teacher. Select "Printable Version" to have a copy that is mailed to the Teacher.
- Teacher Refuses to Sign: From the grid, click the "Select" button by the Teacher's name, go to the bottom of the form and click the box "Employee Refuses to Sign", then proceed to the box titled Witness Emplid and <u>enter the Employee Identification number of a witness to</u>

<u>a conference where the Teacher refused to sign</u>. Select "Save" so the witness name is then seen on the screen, proceed to the "**Prin/Dir** Submit Signature" button and then select "Save" to complete the processing for this Teacher. Select "**Printable Version**" and <u>present a copy of the evaluation to the Teacher</u>.

- Complete the process above for all Teachers by category. As a reference, Category 1A are employees whose current contract indicates less than 100 working days, Category 1B are employees whose current contract indicates 100 or more working days but less than 3 years, and Category 2 are employees whose current contract is more than 3 years.
- The grid can be personalized by selecting the personalize option on the far right as seen below. You can also print an excel version of this grid by selecting the grid icon with the red arrow to the right of the personalize feature. It is suggested that the completed process be saved as an excel file and uploaded to the administrator evaluation as your proof of processing Teacher evaluations.

Personalize Find 🗖 🛄	First 🚺 1-16 of 16 🚺 Last	

Principal Guide for Assistant Principal Evaluation Processing

D Pathway - from PeopleSoft navigate to Human Capital Management then the following:

Main Menu \rightarrow Manager Self Service \rightarrow Performance Management \rightarrow PB Dept Evaluation



Trom PB Dept Evaluation screen you will be able to select the School/Department, fiscal year, evaluation type (AP Annual), and the employee category.

Fiscal Year: = Evaluation Type: = Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Search Clear Basic Search Or Save Search Criteria Search Results View All First ● 1-5 of 5 ▶ Last Department Fiscal Year Evaluation Type Cat 1A,1B or 2 Tchr or PR,AP 1611 2016 Tch Annual 18 1611 2016 Tch Annual 18 1611 2016 Tch Annual 18	Department:	begins with 🔻 1611			V
Evaluation Type: = Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Include History Case Sensitive Search Clear Basic Search Save Search Criteria Search Results View All First 1-5 or 5 Last Department Fiscal Year Evaluation Type Cat 1A,1B or 2 Tchr or PR,AP 1611 2016 Tch Annual 18 1611 2016 Tch Annual 18	Fiscal Year:	= V	2016		•
Cat 1A,1B or 2 Tchr or PR,AP: begins with ▼ Include History Case Sensitive Search Clear Basic Search Search Clear Basic Search Search Clear Basic Search View All First 1-5 or 5 Department Fiscal Year Evaluation Type 1611 2016 AP Annual 1611 2016 Tch Annual 1611 2016 Tch Annual 1611 2016 Tch Annual	Evaluation Type:	= •		T	
Include History Case Sensitive Search Clear Basic Search Save Search Criteria Search Results View All First 1-5 of 5 Last Department Fiscal Year Evaluation Type Cat 1A,1B or 2 Tchr or PR,AP 1611 2016 AP Annual AP 1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2	Cat 1A,1B or 2 Tchr or F	PR,AP: begins with v			
Search Clear Basic Search Save Search Criteria Search Results First 1-5 of 5 Last Department Fiscal Year Evaluation Type Cat 1A,1B or 2 Tchr or PR,AP 1611 2016 AP Annual AP 1611 2016 Tch Annual 1A 1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2	🗹 Include History 🔲	Case Sensitive			
Search Clear Basic Search Save Search Criteria Search Results Image: Search Criteria Search Results View All First 1-5 of 5 Last Department Fiscal Year Evaluation Type Cat 1A,1B or 2 Tchr or PR,AP 1611 2016 AP Annual AP 1611 2016 Tch Annual 1A 1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2					
Search Results View All First I 1-5 of 5 Last Department Fiscal Year Evaluation Type Cat 1A.1B or 2 Tchr or PR.AP 1611 2016 AP Annual AP 1611 2016 Tch Annual 1A 1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2	Search Clear	Basic Search 📴 Save Sea	arch Criteria		
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Department Fiscal Year Evaluation TypeCat 1A,1B or 2 Tchr or PR,AP16112016AP AnnualAP16112016Tch Annual1A16112016Tch Annual1B16112016Tch Annual2					
1611 2016 AP Annual AP 1611 2016 Tch Annual 1A 1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2	View All	First 💽 1-5	of 5 🕞 Last		
1611 2016 Tch Annual 1A 1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2	View All Department Fiscal Year Ev	First 1-5 valuation Type Cat 1A,1B or 2 To	of 5 🕟 Last chr or PR,AP		
1611 2016 Tch Annual 1B 1611 2016 Tch Annual 2	View All Department Fiscal Year Even 1611 2016 All	First 1-5 valuation Type Cat 1A,1B or 2 To P Annual AP	of 5 Last chr or PR,AP		
1611 2016 Tch Annual 2	Department Fiscal Year Ex 1611 2016 Al 1611 2016 To	First 1-5 valuation Type Cat 1A,1B or 2 To P Annual AP th Annual 1A	of 5 🕞 Last <u>chr or PR,AP</u>		
	View All Department Fiscal Year Ex 1611 2016 Al 1611 2016 To 1611 2016 To	First 1-5 valuation Type Cat 1A,1B or 2 To P Annual AP Annual 1A Annual 1B	of 5 🕞 Last <u>chr or PR,AP</u>		

E.

- Select the type of evaluation "AP Annual" for Final Evaluation and then select the search. The search results will be shown below and click on the AP category to process.
 - ➢ Processing can be done individually by employee or through a grid system shown below. Instructions are at the top of the screen with a video demonstration link for additional support.

P	lea va	se chec luation s	k the 'Prin creen for t	/Dir Approve Ev heir Final Evalu	al' box when yo ation result.	ou are ready	r to allow	the employ	vee to view	and sign th	eir					
	After the Employee signs their evaluation: Select the button next to Emplid to transfer to Employee's						E	valuation D	emonstrati	on Video						
	evaluation screen to sign electronically.					P	o print your ress the Re	entire depa fresh Data	ntment doc	uments, clic	ck here age	Manager Refresh D	Summar) Data	Y		
	10	33 the 3	o Diniri bu		ve enunges.		Y									_
		Select	Empl ID	Last Name	First Name	Eval Code	Prin/Dir Approve Eval	Empl Agree to Evaluation	Empl Disagree to Evaluation	Empl Signed Evaluation	Empl Unavailable to Sign	<u>Empl</u> refused to sign	Supporting Docs Recvd	Prin/Dir Signed	<u>Witness</u> Emplid	Eff Date
	1	Select	1234567	Allen	Barry	Highly Eff										06/30/2016
	2	Select	1234499	Danvers	Kara	Highly Eff										06/30/2016
	3	Select	1234599	Winfrey	Oprah	Highly Eff										06/30/2016
	4	Select	1234699	Hanks	Thomas	Highly Eff										06/30/2016
	5	Select	1234799	Dawson	Rosario	Highly Eff										06/30/2016

Submit

- To open the evaluation up for Assistant Principals to view the Principal will complete the following process:
 - Review the grid to see the evaluation data for the Assistant Principal(s), if there are no concerns, then check the first box titled "Prin/Dir Approve Eval", this will release the page to the Assistant Principal for viewing. All or multiple Assistant Principals can be selected on this screen, after the box is checked, then select "Submit" at the bottom of the screen.
- Notice that from this page a Principal/Director can monitor the progress of the process, once the Assistant Principal signs the evaluation the Principal/Director can see if the Teacher agreed/disagreed, and signed.
- Upon seeing that the Assistant Principal has signed then the Principal can complete the process by clicking the Select button by the Assistant Principal's name and completing the following tasks:
 - Review the individual page for the Assistant Principal, if the Assistant Principal has either agreed/disagreed and has signed the document the Principal/director will then select "**Prin/Dir Submit Signature**" and then select "**Save**" to complete the processing for this Assistant Principal. See screen shot below as a reference.

inployee E	valuation & Evalua	tion Components			Find View A	d First 🖬 1	of 1
Empl ID	1234568			*Eff Date 05/21/20	16 🛐 *Fisca	Il Yr 2016	
Dept/Schl	2631	Palm Beach C	entral High Sch	*Union Code 01T	Job Indicator	Primary	*
Job Code	52300	TCH READING	SR HIGH				
Eval Type	Tch Annual	~		Evaluation Level:	Highly Effective	~	
This Section	on for Instructional	Employees Only					
Instruc	tional Practice Con	nponent % 6	0 Instructional Practice	e Score 4.0			
Prof/Jo	b Responsibilities	Component %	0 Prof/Job Responsibil	ities Score 0.0	Final Eval S	core 3.6	
Instruc (Sc	tional Leadership (chool Administrators	Component %	0 Instructional Leaders	ship Score 0.0			
* Measu	res of Student Lear	ming Growth S	tatewide 🔽	Student Learning Grow	th Assign Type	School	~
(T)	eachers and Schoo	I Administrators)		Student Learning Grow	th Score Type		~
Studen	t Learning Growth	Component % 4	0	Student Learning Grow	th Percent Rank	65	
(T)	eachers and Schoo	I Administrators)		Student Learning Grow	th Score	3.0	

Employee Signature		Date Signed
Employee Unavailable to Sign	Employee Refused to Sign	Supporting Document Receive
Supporting Documentation Information (ie Certfied	I Mail Receipt number and date mailed)	
Principal/Director Signature		Date Signed Prin/Dir Submit
Principal/Director Signature Witness Emplid		Date Signed Prin/Dir Submit

Processing Special Circumstances:

- Assistant Principals not available to sign evaluation" From the grid, click the "Select" button by the Assistant Principal's, go to the bottom of the form and click the box "Employee Not Available to Sign", also select "Supporting Document Received" and enter the <u>Certified Mail Receipt Number</u> to indicate that the document has been mailed to the Teacher via Certified Mail, Select the "Prin/Dir Submit Signature" and then select "Save" to complete the processing for this Teacher. Select "Printable Version" to have a copy that is mailed to the Assistant Principal.
- Assistant Principal Refuses to Sign: From the grid, click the "Select" button by the Assistant Principal's name, go to the bottom of the form and click the box "Employee Refuses to Sign", then proceed to the

box titled "Witness Emplid" and <u>enter the Employee Identification</u> <u>number of a witness to a conference where the Assistant Principal</u> <u>refused to sign</u>. Select "Save" so the witness name is then seen on the screen, proceed to the "Prin/Dir Submit Signature" button and then select "Save" to complete the processing for this Assistant Principal. Select "Printable Version" and <u>present a copy of the evaluation to the</u> <u>Assistant Principal</u>.

The grid can be personalized by selecting the personalize option on the far right as seen below. You can also print an excel version of this grid by selecting the grid icon with the red arrow to the right of the personalize feature. It is suggested that the completed process be saved as an excel file and uploaded to the administrator evaluation as your proof of processing Teacher evaluations.

	Personalize Find 🗖 🛗 F	irst 🚺 1-16 of 16 🚺 Last
N		
B		

Regional Superintendent Guide for Principal Evaluation Processing

Der Pathway - from PeopleSoft navigate to Human Capital Management then the following:

Main Menu→ Manager Self Service→ Performance Management→ PB Area Dept Eval

Favorites I	Main	Menu							
			÷						
		Self Service							
Menu		Manager Self Service					0	N.	٥
My Favori		Workforce Administration	🚊 Performance Manager	ment	-	DD Deet Further			П
Self Servi		Benefits	•	1000		PB Dept Evaluation			Ш
Manager Workforce		Workforce Development				PB Evaluation Release			Ш
▷ Workforce ▷ Benefits		Enterprise Learning				PB Area Dept Eval			l

The From PB Area Dept Eval screen you will be able to select the School/Department, fiscal year, and evaluation type (Principal Annual). Select Principal Annual and then select Search to get a list of all Principals that report to you in the search results. See below.

- Search	Criteria								
							_		
Departm	ent:	b	egins v	vith 🔻					
Fiscal Ye	ar:	=	:	•		2016			
Evaluatio	n Type:	=	:	•	Principal Annual		1		
Cat 1A,1	B or 2 Tchr o	or PR,AP: b	egins v	vith 🔻			_		
	History	Case Ser	sitive						
	o motory	- 0430 301	151010						
Search	Clea	r Basic S	Search	Sa Sa	ave Search Criteria				
		_							
Search	Results								
View All			Fir	st 🔳	1-100 of 177 🕞 Last				
Departmen	nt Fiscal Year	Evaluation 1	Гуре Са	t 1A,1E	3 or 2 Tchr or PR,AP				
0011	2016	Prin Annl	PF	2					
0012	2016	Prin Annl	PF	2					
0021	2016	Prin Annl	PF	2					
0021	2010								
0031	2016	Prin Annl	PF	2					
0031 0051	2016 2016	Prin Annl Prin Annl	PF PF	<u> </u>					

Select the first school number in the list to open the Principal Evaluation for processing. If the Eval Code is correct, place a check in the box "Prin/Dir Approve Eval" to open the evaluation up to Principal to sign. Then select "Submit" to save the action. Select "Next in List" to proceed to the next School that you supervise. Complete this process for all Schools that you supervise to open up the Evaluation for all Principals in your area.

	Departi	ment	1234	1234 Ele	mentary Sch	lool							
	Fiscal	Year	2015										
lea	ise chec	k the 'Prir	n/Dir Approve Ev	al' box when you a	re ready to all	ow the em	ployee to v	iew and sig	in their Eva	uation			
re	en for th	neir Final I	Evaluation result										
ter	the Emp	oloyee sig	ns their evaluatio	n:							Evalua	ation Demonstr	ation Vid
ele	ect the bu	utton next	to Emplid to tra	nsfer to Employee	's								
/al	uation so	creen to s	ign electronical	ly.									
	the Cl		ton holes to con	o changes									
es	ss the st	JEMIT DU	ton below to say	e changes.									
	_												
				Class House	Fuel Carda	Prin/Dir	Empl	Empl Disagree	Empl	Empl	Empl	Succeting P	rin/Dir Wi
	Palant	Frank ID.	Lastname	FIrst Name	EvarCode	Eval	Evaluation	to Evaluation	Evaluation	to Sign	to sign	Recvo	gned En
	Select	Empl ID											
1	Select	Empl ID 1234567	Principal	Diane	Highly Eff							N	
1	Select	Empl ID 1234567	Principal	Diane	Highly Eff								
1	Select	Empl ID 1234567	Principal	Diane	Highly Eff								
1	Select	Empl ID 1234567	Principal	Diane	Highly Eff								
1	Select Select	Empl ID 1234567	Principal	Diane	Highly Eff								5
1	Select Select	Empl ID 1234567	Principal	Diane	Highly Eff								5

- Notice that from this page a Regional Superintendent can monitor the progress of the process, once the Principal signs the evaluation the Regional Superintendent can see if the Principal agreed/disagreed, and signed.
- ☑ Upon seeing that the Principal has signed then the Regional Superintendent can complete the process by clicking the Select button by the Principal's name and completing the following tasks:
 - Review the individual page for the Principal, if the Principal has either agreed/disagreed and has signed the document the Regional Superintendent will then select "Prin/Dir Submit Signature" and then select "Save" to complete the processing for this Principal. See screen shot below as a reference.

mployee E	valuation & Evaluation Components	5		Find View A	All First 🖬 1	of 1
Empl ID	1234568		*Eff Date 05/21/20	16 🛐 *Fisca	al Yr 2016	
Dept/Schl	2631 Palm Bead	ch Central High Sch	*Union Code 01T	Job Indicator	Primary	~
Job Code	52300 TCH READ	DING SR HIGH				
Eval Type	Tch Annual 💌		Evaluation Level:	Highly Effective	~	
This Section	on for Instructional Employees Only					
Instruc (Te	tional Practice Component % achers only)	60 Instructional Practice Score	4.0			1
Prof/Jo	b Responsibilities Component % achers and School Administrators)	0 Prof/Job Responsibilities Sco	0.0	Final Eval S	core 3.6	
Instruc (Sc	tional Leadership Component % hool Administrators only)	0 Instructional Leadership Sco	re 0.0			
* Measur	es of Student Learning Growth	Statewide St	udent Learning Grow	th Assign Type	School	1
(1)	eachers and School Administrators)	St	udent Learning Growt	th Score Type		1
Studen	t Learning Growth Component %	40 St	udent Learning Grow	th Percent Rank	65	
C.	sacrers and ourour Administrators)	St	udent Learning Growt	th Score	3.0	

Employee Signature		Date Signed
Employee Unavailable to Sign	Employee Refused to Sign	Supporting Document Receive
Supporting Documentation Information (ie Certfied	Mail Receipt number and date mailed)	
Principal/Director Signature		Date Signed
Principal/Director Signature		Date Signed Prin/Dir Submit
Principal/Director Signature Witness Emplid		Date Signed Prin/Dir Submit
Principal/Director Signature Witness Emplid Last Upd DtTm 11/05/16 4:05:32PM		Date Signed Prin/Dir Submit

Processing Special Circumstances:

- Principals not available to sign evaluation: From the grid, click the "Select" button by the Principal's name, go to the bottom of the form and click the box "Employee Not Available to Sign", also select "Supporting Document Received" and enter the <u>Certified Mail Receipt Number</u> to indicate that the document has been mailed to the Teacher via Certified Mail, Select the "Prin/Dir Submit Signature" and then select "Save" to complete the processing for this Teacher. Select "Printable Version" to have a copy that is mailed to the Principal.
- Principal Refuses to Sign: From the grid, click the "Select" button by the Principal's name, go to the bottom of the form and click the box "Employee Refuses to Sign", then proceed to the box titled "Witness

Emplid" and <u>enter the Employee Identification number of a witness to</u> <u>a conference where the Principal refused to sign</u>. Select "**Save**" so the witness name is then seen on the screen, proceed to the "**Prin/Dir Submit Signature**" button and then select "**Save**" to complete the processing for this Principal. Select "**Printable Version**" and <u>present a</u> <u>copy of the evaluation to the Principal</u>.

The grid can be personalized by selecting the personalize option on the far right as seen below. You can also print an excel version of this grid by selecting the grid icon with the red arrow to the right of the personalize feature.

Personalize Find 🖾 🛗 First 🚺 1-16 of 16 💟 Last

FY16 How to Access & Sign Employee Evaluations in PeopleSoft

Please use the following step-by-step directions to access your FY16 employee evaluation. Should you encounter any difficulty along the way, please contact the Department of Professional Development at 561-649-6839 or PX 46839.

PeopleSoft \rightarrow My Evaluations

 \rightarrow 2016

From the Portal:

- Click on the **PeopleSoft** link.
- Click Human Capital Management.
- Click Main Menu.
- Click Self Service.
- Click Performance Management.
- Click Evaluations.

• Select the Fiscal Year 2016 hyperlink in the Fiscal Year Column to display your 2016 Evaluation.

- Carefully review the contents.
- Select the "I agree with the contents" or "I disagree with the contents" box.
- Click on the **Submit Signature** button.
- A Signature Confirmation window will display.
- Click the **OK** button.
- Click on the **Printable Version** button to view or print the signed evaluation.

Note:

Please follow the same pathway to return after your supervisor has signed the evaluation or to view or print at a later date a signed evaluation. Navigate to: Self Service> Performance Management > Evaluations

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This form is to serve as a permanent r relates to the teacher's instructional p	ecord of an administrator's evalua practice using the Marzano Mode	ation of a teacher's perf e/ (Art and Science of T	formance during a spe eaching Framework) r	cific period. It is based esulting in the midyear	i on specific criteria as it r evaluation level.
Employee ID # EMPLID School/Fiscal Yr: FISCAL YEAR School/Dept DEPTID	First Name: FIRST NAME Job Title: PB JOBCODI PB DEPT DESCR	E DESCR	LAST NAME		
PERFORMANCE LEVELS		\sim			
Instructional Practice PB EVAL IPC SCORE	Student Growt PB EVAL SL_ SCOR	Stude Sco E PL EVAL	nt Growth re Type ASSIGN TYP	Evaluatio	n Level /ALUATION
Review carefully, select agree or disag	aree, and electroncally sign.	Z	_		
This evaluation has been reviewed by	me. 🗌 I agree with the	e contents	I disagree with the co	ontents.	
I further understand that by signing this My signature merely demonstrates rec	s form, I do not waive any right I i eipt of the document and does n	have under the Collection ot necessarily indicate a	ve Bargaining Agreem agreement with the co	ent or law. ntents.	
4.0 = Highly Effective	1	P <u>B EMPL SIGNAT</u> Employee Signature	URE	PB EMPL SIGN DT Date	<
3.0 = Effective 2.0 = Developing / Needs Improvement 1.0 = Unsatisfactory		PB PRIN SIGNATU Supervisor Signature	JRE	<u>PB PRIN SIGN DT</u> Date	\
PBSD 0019 (Rev. TBD 04/02/2013)					