FY16 TEACHER & SCHOOL-BASED LEADER FINAL EVALUATIONS

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.

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

HOOL DIA RECICOL	THE SCHOOL DISTRICT OF PALM BEACH CO Annual Evaluation Report for Te	eachers
This form is to serve as a per elates to the teacher's instr i	nanent record of an administrator's evaluation of a teacher's performance during a ctional practice using the <i>Marzano Model</i> (Art and Science of Teaching Framewr	a specific period. It is based on specific criteria as it ork) resulting in the midyear evaluation level.
Employee ID # <u>EMPLIC</u> School/Fiscal Yr: <u>FISCAL</u> School/Dept <u>DEPTIC</u>	First Name: <u>FIRST_NAME</u> Last Name: <u>LAST_NAME</u> <u>YEAR</u> Job Title: <u>PB_JOBCODE_DESCR</u> <u>PB_DEPT_DESCR</u>	
PERFORMANCE LEVELS	^	
Instructional Practice PB_EVAL_IPC_SCOR	Student Growth Student Growth Score Type E PB_EVAL_SLO_SCORE PL_EVAL_ASSIGN_TYP	Evaluation Level PB_PERS_EVALUATION
eview carefully select agre	or disagree, and electrowally sign	
Review carefully, select agre 'his evaluation has been rev	or disagree, and electronically sign.	the contents.
Review carefully, select agre "his evaluation has been rev further understand that by s Ay signature merely demons	or disagree, and electron cally sign. awed by me. I agree with the contents I disagree with the gning this form, I do not waive any right I have under the Collective Bargaining Agr rates receipt of the document and does not necessarily indicate agreement with the	che contents. reement or law. e contents.
Review carefully, select agre 'his evaluation has been rev further understand that by s Ay signature merely demons	e or disagree, and electerically sign. awed by me. I agree with the contents I disagree with t gning this form, I do not waive any right I have under the Collective Bargaining Agr rates receipt of the document and does not necessarily indicate agreement with th	the contents. reement or law. re contents.
Review carefully, select agre This evaluation has been rev further understand that by s Ay signature merely demons .0 = Highly Effective	e or disagree, and electroncally sign. awed by me. I agree with the contents I disagree with t gning this form, I do not waive any right I have under the Collective Bargaining Agr rates receipt of the document and does not necessarily indicate agreement with th <u>PB EMPL SIGNATURE</u> <u>Employee Signature</u>	the contents. reement or law, re contents. <u>PB_EMPL_SIGN_DT</u> Date
Review carefully, select agre This evaluation has been rev further understand that by s dy signature merely demons 1.0 = Highly Effective 1.0 = Effective :0 = Developing / Needs Impro .0 = Unsatisfactory	e or disagree, and electroncally sign. ewed by me. I agree with the contents I disagree with t gning this form, I do not waive any right I have under the Collective Bargaining Agr rates receipt of the document and does not necessarily indicate agreement with th <u>PB EMPL SIGNATURE</u> Employee Signature rement <u>PB PRIN SIGNATURE</u> Supervisor Signature	the contents: reement or law, re contents. PB EMPL SIGN DT Date PB PRIN SIGN DT Date

FY16 TEACHER & SCHOOL-BASED LEADER FINAL EVALUATIONS How to Access the 2015-2016 Evaluation Data and Summary Report

Follow this path: PeopleSoft – Self-Service – Peformance Management – Evaluations – Choose 2016 – Click on the button "Annual Evaluation Report for Teachers"

Note:

- The link to the inquiry form is at the bottom of the report

//Dept 2191	Wellington High		Anr	ual Evaluation Report for Teachers
ERFORMANCE LEVELS		r		
Instructional Practice (65%)	Student Growth (33%)	Deliberate Practice (2%)	Student Growth Score Type	Final Evaluation
3.0	3.0	4.0	Teacher	Effective
Effective	Effective	Highly Effective		
eview carefully, select agree or dis s evaluation has been reviewed by inther understand that by signing the signature merely demonstrates r	agree, and electronically sign. me. I agree with the his form I do not waive any right eceipt of the document and doe	e contents I I I have under the Collective Barga s not necessarily indicate agreem	disagree with the contents ining Agreement or law. ent with the contents.	Submit Signature
eview carefully, select agree or dis s evaluation has been reviewed by inther understand that by signing th signature merely demonstrates r Teacher Signat	agree, and electronically sign. me. I agree with the bis form I do not waive any right eccipt of the document and does ure	e contents I I have under the Collective Barga s not necessarily indicate agreem	disagree with the contents ining Agreement or law. ent with the contents. Date Signed	Submit Signature
eview carefully, select agree or dis s evaluation has been reviewed by inther understand that by signing to signature merely demonstrates r Teacher Signat Administrator S	agree, and electronically sign. me. I agree with the his form I do not waive any right ecceipt of the document and doer ture ignature	e contents I I I have under the Collective Barga s not necessarily indicate agreem	disagree with the contents ining Agreement or law. ent with the contents. Date Signed Date Signed	Submit Signature