

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



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Annual Evaluation Report for Teachers

This form is to serve as a permanent record of an administrator's evaluation of a teacher's performance during a specific period. It is based on specific criteria as it relates to the teacher's **instructional practice** using the *Marzano Model* (Art and Science of Teaching Framework) resulting in the midyear evaluation level.

Employee ID #: EMPLID First Name: FIRST_NAME Last Name: LAST_NAME
 School/Fiscal Yr: FISCAL_YEAR Job Title: PB_JOBCODE_DESCR
 School/Dept: DEPTID PB_DEPT_DESCR

PERFORMANCE LEVELS

Instructional Practice	Student Growth	Student Growth Score Type	Evaluation Level
PB_EVAL_IPC_SCORE	PB_EVAL_SLG_SCORE	PB_EVAL_ASSIGN_TYP	PB_PERS_EVALUATION

Review carefully, select agree or disagree, and electronically sign.

This evaluation has been reviewed by me: I agree with the contents I disagree with the contents.

I further understand that by signing this form, I do not waive any right I have under the Collective Bargaining Agreement or law. My signature merely demonstrates receipt of the document and does not necessarily indicate agreement with the contents.

4.0 = Highly Effective

3.0 = Effective

2.0 = Developing / Needs Improvement

1.0 = Unsatisfactory

PB_EMPL_SIGNATURE
Employee Signature

PB_PRIN_SIGNATURE
Supervisor Signature

PB_EMPL_SIGN_DT
Date

PB_PRIN_SIGN_DT
Date

PBSD 0019 (Rev. TBD 04/02/2013)

How to Access the 2015-2016 Evaluation Data and Summary Report

Follow this path: PeopleSoft – Self-Service – Performance 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
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School/Dept 2191 Wellington High

[Annual Evaluation Report for Teachers](#)

PERFORMANCE LEVELS

Instructional Practice (65%) 3.0 Effective	Student Growth (33%) 3.0 Effective	Deliberate Practice (2%) 4.0 Highly Effective	Student Growth Score Type Teacher	Final Evaluation Effective
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Review carefully, select agree or disagree, and electronically sign.

This evaluation has been reviewed by me. I agree with the contents I disagree with the contents

I further understand that by signing this form I do not waive any right I have under the Collective Bargaining Agreement or law. My signature merely demonstrates receipt of the document and does not necessarily indicate agreement with the contents.

Teacher Signature _____ Date Signed _____

Administrator Signature _____ Date Signed _____

PBSD 0019 (Rev. 04/02/13)