

How Employees View & Sign Evaluations in PeopleSoft

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.

After December 2, 2016,
employees can simply
click **PeopleSoft** →
My Evaluations →
2016

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 Teachers Access 2015-2016 Evaluation Data & Summary Report

Follow this path: PeopleSoft → Self-Service → Performance Management → Evaluations → Choose 2016 → Click on the button “Annual Evaluation Report for Teachers”

Note:

- This page is the same place where teachers sign their evaluation.
- 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.

[Submit Signature](#)

Teacher Signature _____ Date Signed _____

Administrator Signature _____ Date Signed _____

[Printable Version](#)

PBSD 0019 (Rev. 04/02/13)

Inquiry Form Navigation

To preview the inquiry form click the link below:

[Submit Your Teacher Evaluation Question](#)

Here is the progression for teachers to get answers to their questions on their evaluation:

1. Access their "Annual Evaluation Report" in PeopleSoft (see previous page)
2. Consult with their principal.
3. Use the link above and view the resources on the 1st page.
4. Choose a question from 2nd page.
5. Enter the appropriate information and submit the question.
6. The appropriate department will respond to the teacher with an email/phone call.

1st Page



If you have questions regarding your 2015-2016 (FY16) Teacher Evaluation, review the resources below, and then proceed to complete the form on the next page.

The final evaluation rating is based on a teacher's Instructional Practice Score (57%), Deliberate Practice (10%), and Student Growth (33%) through the Value Added Model (VAM) or other District-measured model.

RESOURCES:

- CTES Handbook (PDF)
- CTEV Newsletter with Scoring Rubric and Model (PDF)
- Evaluation FAQs from the Department of Professional Development
- Assessment Information from the Department of Research and Evaluation

Scoring Rubrics:

FY16 Rubric for Determining Instructional Practice Rating				
Category	Highly Effective (4)	Effective (3)	Developing (2)	Unsatisfactory (1)
Category 1A 0-1 years on current teaching contract or new to district	≥51% of Ratings are at Level 4 (Innovating)	≥51% of Ratings are at Level 3 (Developing) or higher	≥51% of Ratings are at Level 2 (Developing) or higher	≥51% of Ratings are at Level 1 (Beginning) or 0 (Not Using)
Category 1B 1-3 years on current teaching contract	≥51% of Ratings are at Level 4 (Innovating)	≥51% of Ratings are at Level 3 (Developing) or higher	≥51% of Ratings are at Level 2 (Developing) or higher	≥51% of Ratings are at Level 1 (Beginning) or 0 (Not Using)
Category 2 4 or more years of service	≥60% of Ratings are at Level 4 (Innovating)	≥60% of Ratings are at Level 2 (Developing) or higher	≥60% of Ratings are at Level 1 (Beginning) or 0 (Not Using)	≥60% of Ratings are at Level 0 (Not Using)

FY2015 Final Evaluation Ratings

In response to the recent approval of H.B. 7069, which adjusted the requirements of the components and percentages of final evaluations for educators, the Joint Negotiations Evaluation Committee has updated FY2015 evaluation components (outlined below):

FY2015 Teacher Evaluation Component Rating Scale				
HE	EFF	DE	UN	NA
3.7 - 4.0	3.1 - 3.5	1.7 - 2.0	1.0 - 1.1	
IP (55%)	SP (13%)	DP (2%)	Final Rating	
4	4	4	4	
4	3	4	3.7	
4	2	4	3.3	
4	1	4	3.0	
3	4	4	3.5	
3	3	4	3.0	
3	2	4	2.7	

2nd Page (question topics)

Question Topics

Choose all that apply, then scroll down: *

- My question is about the overall evaluation scoring process.
- My question is about Instructional Practice Score or Deliberate Practice Score.
- My question is about Teacher Categories (1A, 1B, 2)
- My question is about VAM Score or Student Performance Indicator.
- My question is about being "Out of Field."
- I need a copy of my previous evaluations.
- I wish to write a rebuttal.

Submitting Your Information and Question

Question Topics

Choose all that apply, then scroll down: *

- My question is about the overall evaluation scoring process.
- My question is about Instructional Practice Score or Deliberate Practice Score.
- My question is about Teacher Categories (1A, 1B, 2)
- My question is about VAM Score or Student Performance Indicator.
- My question is about being "Out of Field."
- I need a copy of my previous evaluations.
- I wish to write a rebuttal.

Teacher Categories 1A, 1B, and 2

Category 1A: Teachers in their first year of teaching with the District. This category also includes teachers who have transferred from an administrative position to a teacher position. Time starts on the contract date of their current teaching position and does not include administrative and/or previous teaching time with the district or time teaching in other counties/states.

Category 1B: Teachers who have 2-3 years of teaching experience with the District. In other words, these teachers are in their second or third year of teaching with the District.

Category 2: Teachers who have completed three or more consecutive years of teaching in the District.

Full Name *

First Name Last Name

Employee ID *

Work Email *

Work Phone Number *

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Area Code Phone Number

Monitoring School Status of Finalizing Evaluations

To monitor the progress of your school in regards to signing and releasing evaluations, please feel free to run the following query in PeopleSoft:

`PB_EVAL_STATUS_SCHOOL_FINAL`