


Signing Your Own Evaluation in PeopleSoft

To access the evaluation page in PeopleSoft, please log into the Portal and navigate through the following pathway:



Once at your evaluation page, please:

1. Carefully review the contents of the evaluation.
2. Click the **“Annual Evaluation Report for Teachers”** button to view the report that explains your evaluation.
3. Click either the **“I agree with the contents”** or the **“I disagree with the contents”** checkbox.
4. Click the **“Submit Signature”** button.
5. A Signature Confirmation window will display.
6. Click the **“OK”** button to complete the process.
7. Return to the page once your supervisor has signed your evaluation to view the completed version. You can click the **“Printable Version”** button to print a paper copy of your signed evaluation for your records.



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)

