School-Based Leader & Teacher Final Evaluations

PeopleSoft Processing Guide

Principal & Director Edition

PART 1: Reviewing Teacher & Assistant Principal Evaluations

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

PeopleSoft → Human Capital Management → Main Menu → Manager Self-Service → Performance Management → PB Dept Evaluation

Once at the PB Dept Evaluation page, please:

1. Type your school or department number into the "**Department**" field.
2. Type the evaluation period year in the "**Fiscal Year**" field.
3. Click the "**Search**" button.
4. Select from the results "AP, 1A, 1B, 2" and proceed to the next section.

▼ Search Criteria

Department:	begins with ▼	0011
Fiscal Year:	= ▼	2017
Evaluation Type:	= ▼	▼
Cat 1A,1B or 2 Tchr or PR,AP:	begins with ▼	

☑ Include History   ☐ Case Sensitive

Search   Clear   Basic Search 🔍 Save Search Criteria

From this page you will see a list of all your employees at the level you selected (AP, 1A, 1B, 2). Please review all the information on the page to verify that it is correct with respect to your records.

Please check the 'Prin/Dir Approve Eval' box when you are ready to allow the employee to view and sign their Evaluation screen for their Final Evaluation result.

After the Employee signs their evaluation:

Select the button next to Emplid to transfer to Employee's evaluation screen to sign electronically.

Evaluation Demonstration Video

To print your entire department documents, click here   Manager Summary

Press the Refresh Data button to refresh the page   Refresh Data

Press the SUBMIT button below to save changes.

	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 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

If all the information is correct, then please proceed to the next page.

If the information isn't correct, then please contact the following:

- Instructional Practice and/or Deliberate Practice Scores:
    - **Anthony Dougherty** (anthony.dougherty@palmbeachschools.org or PX 46822)

- Student Learning Growth Scores / Student Performance Models / VAM:
    - **Paul Houchens** (paul.houchens@palmbeachschools.org or PX 48780)

PART II: Signing Teacher & Assistant Principal Evaluations

Employees are automatically notified by the system that their evaluations have been released and are ready to sign. If the employee has signed their evaluation, then there will be a check in the "**Empl Signed Evaluation**" checkbox (see below). This process needs to be completed for ALL teachers and assistant principals.

Please check the 'Prin/Dir Approve Eval' box when you are ready to allow the employee to view and sign their Evaluation screen for their Final Evaluation result.

After the Employee signs their evaluation:

Select the button next to Emplid to transfer to Employee's evaluation screen to sign electronically.

Evaluation Demonstration Video

To print your entire department documents, click here   Manager Summary

Press the Refresh Data button to refresh the page   Refresh Data

Press the SUBMIT button below to save changes.

	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 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

Employee <mark>has signed</mark> their evaluation, then please do the following:

1. Click the "**Select**" button to the left of their employee ID number to open the actual evaluation.
2. Scroll down to the bottom right and click the "**Prin/Dir Submit Signature**" button (see below).

☐ Employee Agree to Eval   ☐ Employee Disagree to Eval

Employee Signature   Date Signed

☐ Employee Unavailable to Sign   ☐ Employee Refused to Sign   ☐ Supporting Document Received

Supporting Documentation Information (ie Certfied Mail Receipt number and date mailed)

[   ]

Principal/Director Signature   Date Signed

Witness Emplid   [   ]   Prin/Dir Submit Signature

Last Upd DtTm   Printable Version

Employee <mark>has NOT signed</mark> their evaluation, then please remind your employee to do so at their earliest convenience. If they refuse or are unavailable to sign, then please proceed to the next page.

Employee <mark>refuses to sign</mark> their evaluation, then please do the following:

1. Click the "**Select**" button to the left of their employee ID number to open the actual evaluation.
2. Scroll down to the bottom and click the "**Employee Refuses to Sign**" checkbox.
3. Type in the "**Witness Emplid**" box the employee identification number of the witness to the conference where the teacher refused to sign the evaluation.
4. Click the "**Prin/Dir Submit Signature**" button.
5. Click the "**Printable Version**" button and print a paper copy of the signed evaluation to present to the employee.

Employee <mark>unable to sign</mark> their evaluation because they are no longer an employee of the School District of Palm Beach County, then please do the following:

1. Click the "**Select**" button to the left of their employee ID number to open the actual evaluation.
2. Scroll down to the bottom and click the "**Employee Unavailable to Sign**" checkbox.
3. Click the "**Supporting Document Received**" checkbox.
4. Type in the "**Supporting Documentation Information**" box the Certified Mail receipt number and date for which you are mailing the paper copy of the evaluation to the employee.
5. Click the "**Prin/Dir Submit Signature**" button.
6. Click the "**Printable Version**" button and print a paper copy of the signed evaluation to mail to the last known address for the employee.