M-CES

Madison-Champaign Evaluation System

(For MCESC staff not evaluated using OTES or OPES)

Directions to do Self Evaluation

- First, download the document and save it as follows: First Name, Last Name, Self Evaluation and current school year. If you skip this step you will have a "read only" copy. Then use that saved copy to complete your actual self-evaluation.
- To enter name, click anywhere in the middle of the box by Staff Member Name in order to type name in there.
- To enter school year, click in middle of box for school year and then only enter the calendar year we are in for the very first month school is in session. It will self-populate the other year.
- Name, year and performance levels entered on self-evaluation will automatically carry over to the summative evaluation but supervisor can edit any of that on summative.
- Using rubric for your self-evaluation, identify and mark with an X your performance level for each indicator. List the evidence for that rating in last column by each indicator. Keep your evidence in the allotted space. You may reduce font if needed.
- Add any comments you desire in box at bottom.
- Sign your name electronically. (You pick your favorite font.)
- Send completed self-evaluation as an email attachment to your direct supervisor.