Colorado Springs Schools

## How do Supervisors complete Employee's 30, 60, and/or 90 Day Evaluations?

New employees are evaluated up to three times within the 90-day trial period. The first evaluation will be delivered prior to the 30th day of employment and the second evaluation prior to the 60th day of employment. If needed, the third evaluation should be performed prior to the 90th day of employment. If the prior two evaluations for the employee show that he/she has performed at a satisfactory level on all indicators then you will not perform a 90 evaluation, instead they will be moved to the regular status employee evaluation timeline.

The purpose of these Trial Period Evaluations is for you, the supervisor, to engage your employee in a professional conversation focused on job performance, any appropriate support for job duties, and professional growth plans as appropriate.

Any and All trial period reviews are expected to be completed in a face to face conference with the employee.

To prepare the evaluation for the conference:

- After logging into Perform it will open directly to **your** incomplete task page.
- Click on the **MY STAFF** icon and then **STAFF**
- Notice tabs at the top of the page. You should be looking at **EVALUATION**.
- Find the **EMPLOYEE'S NAME** from the list.
- Click **VIEW** to the right of the name
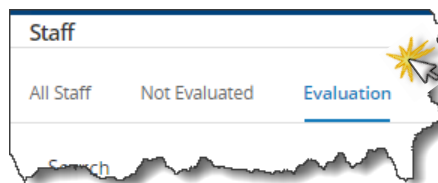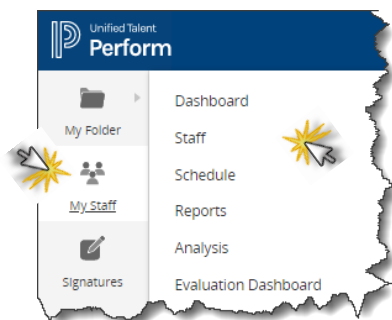
- Click **GO TO FORM** across from the ESP 30/60/90 Evaluation.

#		Task	Responsible	Resp Type		6 Tasks	
1	📄	Training Orientation Statement	L.	Direct Report	Schedule	Assign	Remove
2	📄	ESP Professional Growth Plan	L. S	Direct Report	Schedule	Assign	Remove
3	📄	Mid-Year Review	M. E	Supervisor	Go To Form	Schedule	Reassign	Remove
4	📄	Summative Evaluation	M. E	Supervisor	Form	Schedule	Reassign	Remove
	📄	ESP 30/60/89 Food Service Eva...	M. ...y	Supervisor	Go To Form	Schedule	Reassign	Remove
	📄	ESP 30/60/89 Food Service Eva...	M. y	Supervisor	Go To Form	Schedule	Reassign	Remove

- Once the form opens, you will notice the some of the standard information is filled in for you. You will need to fill in the rest of the required information. (Date, Period Covered, etc.)
- In the Reason for evaluation drop box, choose **30,60, or 89 Day.** Whichever you are currently working with.
- The employee's Professional Growth Plan will automatically populate into the required areas. If it has not, then you will need to manually prompt the system to do so.

Task: 30/60/89 Day Evaluation

Name: *
Teacher1 Training

Employee ID: *
teacher1@d11.tedk12.com

Job Title: *
[DirectReport.Title]

Location: *
Example Location

Evaluation Date: *

Evaluator Name: *
Principal7 Training

Evaluation Period Covered: (From): *

i.e. Aug 2019

Evaluation Period Covered: (To): *

i.e. Aug 2019

For Evaluation: *

Trial Period
30 Days
60 Days
89 Days
Annual
Other

Plan

PERFORMANCE EVALUATION EDUCATIONAL SUPPORT PROFESSIONAL GENERAL

This area will automatically populate with Employee's Professional Growth Plan details

List the activities that you will do to accomplish the goal(s):

B I U A ▾ A ▾ Font Sizes ▾ ☰ ☰ ↰ ↱ ⬚ ⬚ ⬚ ⬚

This area will automatically populate with Employee's Professional Growth Plan details

What is the timeline to accomplish the goal(s):

B I U A ▾ A ▾ Font Sizes ▾ ☰ ☰ ↰ ↱ ⬚ ⬚ ⬚ ⬚

This area will automatically populate with Employee's Professional Growth Plan details

- Scroll to the bottom of the page and click **UPDATE TRANSFER**.

Update Data Transfer
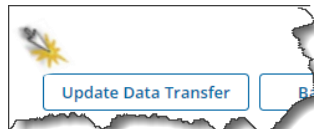
- Click the "**RELOAD THIS PAGE**" button at the top left of your computer screen to refresh the screen.

- Next, choose from the **DROP-DOWN** menu where the employee is in regards to their professional growth plan goals and then enter comments supporting your selection.

Goal Status: *

Goal Comments:

- Proceed to **QUALITY STANDARD 1** and using the Indicator Worksheet, select the corresponding level to indicate the employee's performance.

  - This is an example of one element within one quality standard; there are several in the form so be mindful to **mark ALL elements within ALL quality standards.**

Quality Standard I: Employee demonstrates mastery of the position for which they are responsible.
*

Element A: Employee maintains high standards of control for quality food and follows operational procedures for efficient and effective food production and service.	Level 1	Level 2	Level 3	Level 4
	Growth is needed in: • Using district approved cooking techniques to prepare appealing and nutritious food. • Following protocols for holding, serving, portioning, batch cooking, completing production records and following recipes. • Checking food during preparation and service to ensure quality standards are meet. • Organizing tasks for efficient and effective food production and service.	Consistency is needed in: • Using district approved cooking techniques to prepare appealing and nutritious food. • Following protocols for holding, serving, portioning, batch cooking, completing production records and following recipes. • Checking food during preparation and service to ensure quality standards are meet. • Organizing tasks for efficient and effective food production and service.	There is an established/imbedded practice of: • Using district approved cooking techniques to prepare appealing and nutritious food. • Following protocols for holding, serving, portioning, batch cooking, completing production records and following recipes. • Checking food during preparation and service to ensure quality standards are meet. • Organizing tasks for efficient and effective food production and service.	Shows leadership by: • Offering well thought out suggestions for improving operational procedures for food production. • Training others to use district approved cooking techniques to prepare appealing and nutritious food. • Training others in following protocols for holding, serving, portioning, batch cooking, completing production records and following recipes

- There is a comment box following all quality standards for you to enter any supporting **COMMENTS**.
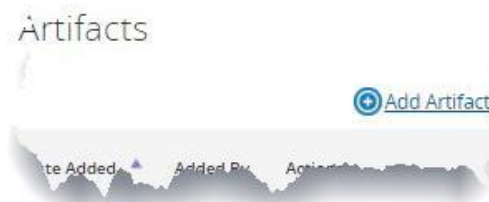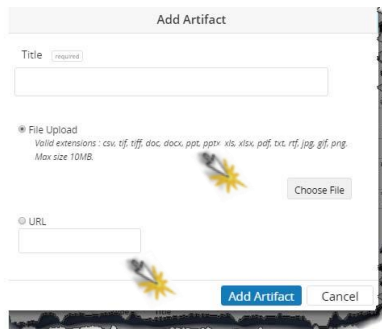
Comments for Standard I

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- If you have any certificates of training, Remediation Plans, or other documents that you would like uploaded to the evaluation, you will need to add them to the **ADD ARTIFACT** tab BEFORE SIGNING.

  - Click on **ADD ARTIFACT**

  - **CHOOSE FILE** to locate the file you would like to upload or enter the URL and click **ADD ARTIFACT**


- Choose yes or no from the drop-down menu concerning Remediation Plans.

If you have developed a Remediation Plan with/for the employee you will need to attach it to the evaluation as an Artifact. See above for those instructions.

- IF you are completing these steps prior to the face to face conference, you can decide if you would like to share the preliminary evaluation with the employee for their review.

- If **YES**, then click on **FORM SHARING** at the bottom of the page.
- If **NO**, then click on **SAVE PROGRESS** so you can access your saved data during the conference.
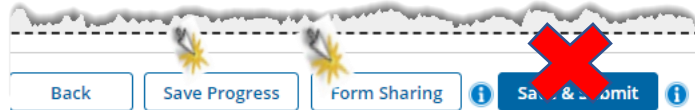
- At the conclusion of your face to face conference you will electronically submit the form for the employee to sign by clicking **SAVE and SUBMIT.**
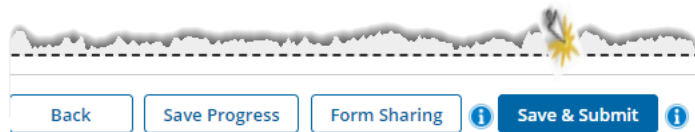
- After saving and submitting the form you will be able see that this document is now awaiting the signature by the direct report (employee).
- Click on the **SIGNATURE ICON** to see any documents awaiting your signature as well as any awaiting your direct reports/Employees.
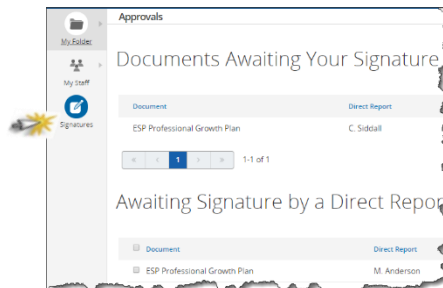

- The **employee** will now log into Perform and **sign** the form themselves.
  - If the employee needs help, guide them to the document titled" How do I complete my 30, 60 ,90 Day Evaluation".

- After the employee has completed their signature, you will retrieve the document to **SUBMIT** your signature by:
    - Again, click the **SIGNATURE** icon
    - Locate the 30,60, or 90 Day Evaluation, listed under DOCUMENTS AWAITING YOUR SIGNATURE, and click **VIEW and APPROVE**, to the right.
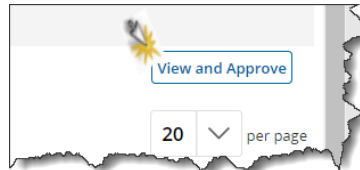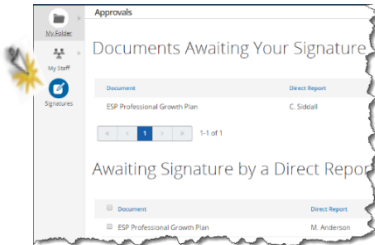
- Scroll to the bottom and type your name in the **SIGNATURE BOX** then click on the box indicating that you have read and accept the Electronic Signature Statement. Finally click on the submit button on the bottom right.
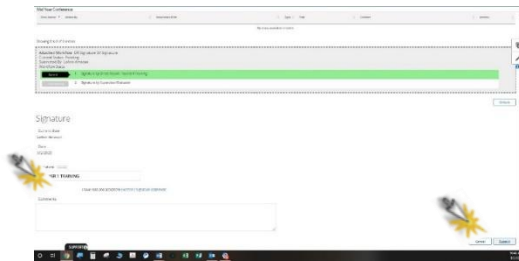
    - Click **YES**
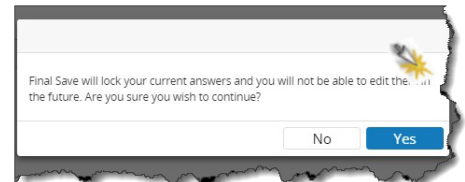
==As the last step, please make a copy of the COMPLETED AND SIGNED evaluation to be kept on site.==

- The copy should only be printed AFTER all signatures have been captured so you will need to retrieve the document after all of the previous steps.

    - **Follow the directions at the beginning of these instructions to access the evaluation**.
    - Instead of choosing Go to Form you will choose **VIEW** (to view the completed form)
    - When the form opens you will notice a **PRINTER ICON** on the top right of the form
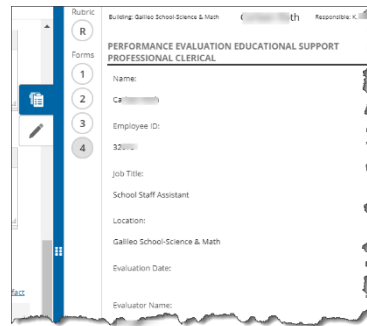   - **Click** on the icon

D11 Colorado Springs Schools

- You can save your progress at any time by clicking on **SAVE PROGRESS** button at the bottom of the form. You can return and pick up where you left off.

- You have access to every **EVALUATION PREVIOUSLY COMPLETED** for the employee while working in this evaluation.
  - Click on the clipboard icon on the far-right hand side of the page.
  - When the pop out opens, you can click on any of the **NUMBERS** shown.
  - Each number stands for corresponding evaluation.

- You have access to an area within the evaluation to **MAKE NOTES**, even throughout the year to assist you with its completion. (Notes are NOT visible to the employee)
  - Click on the **PENCIL ICON** on the far-right hand side of the page.
  - When the pop out opens, you can make notes, and use the select action drop down to assign a comment to a specific rubric area and other options.

  After completing the note section click **ADD NOTE.**