

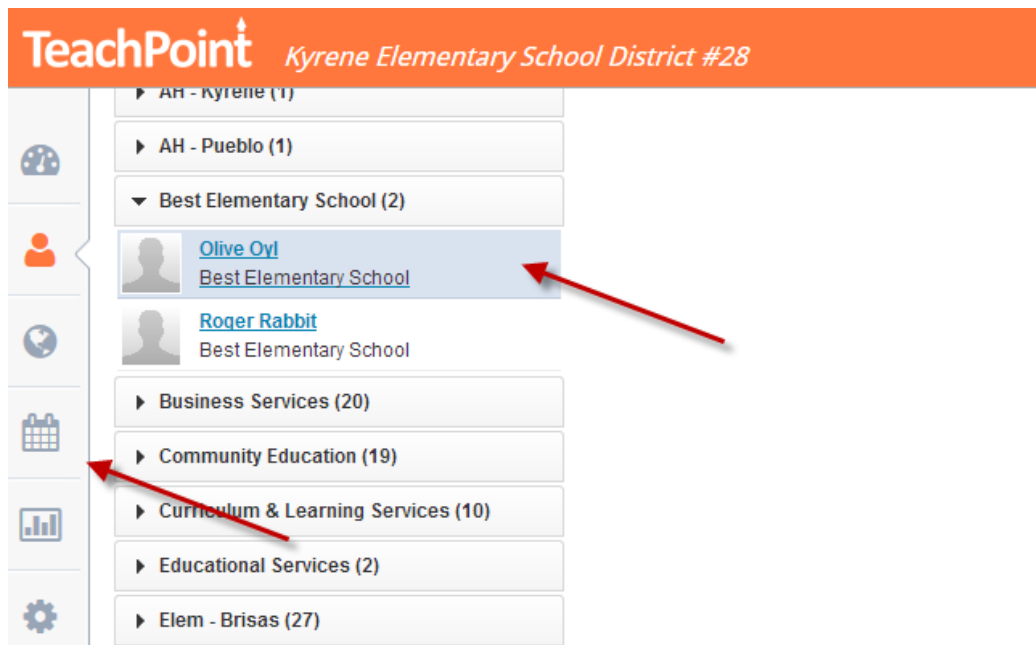
# TEACHPOINT: EVALUATOR INSTRUCTIONS

## I. ACCESSING THE TEACHPOINT EVALUATION SYSTEM:

Open the **Kyrene School District** home page, click on the **Employees** tab, Talent Management(HR) **TeachPoint** link. TeachPoint will log in you automatically using your computer credentials.

## II. ASSIGNING THE EMPLOYEE TO A EVALUATION FORM

- Your Home page will open
- All employees that you supervise should be listed. Your name will also be listed, as will other evaluators in your school/department because you are system users.
- Highlight the employee name
- Click on the calendar icon



- Click **Create** and pick the employee form

Plans for Olive Oyl

Current Year

**Best Elem** START DATE Jul 1, 2020 END DATE Jun 30, 2021 PROGRESS 0%

EVALUATORS [Check Access](#)

Type	Plan Item	Due date	Progress	Complete
<input type="button" value="Calendar"/>	Best Elem (Create)	Jun 30, 2021	0 of 1 Form	

- The Evaluation Form for your employee will open
  - **IMPORTANT:** The 'Share' button defaults to **OFF**. Do not change this to **ON** until you are ready for the employee to review the evaluation!
  - Whichever Evaluator in your school/department initiates and saves the evaluation form becomes the "author"
  - **NOTE:** Other supervisors in your school/department cannot rate or add comments to a form initiated and saved by the author/Evaluator of the form.

# I. INITIATING AN EVALUATION FORM FOR AN EMPLOYEE:

- Select the type of evaluation you are creating

eachPoint

Export to PDF Quick Search Delete Copy Log Save Save & Close Close

**Educational Services/Superintendency (ESP)**

NAME: Olive Oyl AUTHOR:  
SCHOOL: Best Elementary School DATE: Aug 29, 2016 2:15 PM PDT

SHARE: Off

**Type of report**

- Initial Evaluation (by end of 6th month in position)
- Mid-year Evaluation (optional as determined by evaluator)
- Annual Evaluation (no later than 1 month prior to end of employee's work calendar)

- Proceed to fill out the information by selecting the appropriate rating for each Indicator by clicking the number rating (the column will highlight). All indicators must receive a rating for an overall proficiency score on the Evaluation.
- \*Fields marked with an asterisk are required.
- You may also write comments for each of the Six Standards and/or attach documentation, but this is not a requirement.

**1. Job Knowledge**

**1. Demonstrates knowledge of the position requirements**

Highly Effective (3)	Effective (2)	Developing (1)
Employee performs or demonstrates characteristics that exceed the required job indicator all of the time. The employee is a recognized leader in this job indicator.	Employee performs or demonstrates characteristics that meet the required job indicator. Employee consistently implements the job indicator.	Employee is still learning elements and needs additional time for mastery.

**1. Comments**

Attach

- You may Save and Close the form at any point, and reopen it later. The form does not need to be completed, but can be reopened, amended and saved multiple times, until you are ready to finalize the evaluation.
- **NOTE:** At any time when an Evaluation form is open, you may select Action, and save it as a .pdf document.

Compare Forms Actions Save Close

- Copy
- Quick Search
- Export to PDF
- Log
- Delete

## II. FINALIZING AN EVALUATION FOR AN EMPLOYEE:

- When the ratings are complete, the score for all 33 Indicators will total automatically (0-99)
- Select the Overall Score Proficiency Rating
- You may enter Overall Summary Comments in the last field, or upload documentation, but this is not a requirement
- Select a 'Recommended Action'
- **IMPORTANT:** DO NOT SIGN THE EVALUATION AT THIS POINT **unless** you are certain you will not want to make any changes in ratings or in the comments. Your signature on the form will prevent you from making any further changes.

TOTAL overall rating for all indicators (0-99)

79

**Overall Score Proficiency Rating**

Highly Effective: 80 - 99

Effective: 56 - 79

Developing: 33 - 55

Ineffective: 0 - 32

**Overall Summary Comments**

**Recommended Action**

Continued employment

Develop goals (optional Growth Plan)

Initiate Performance Improvement Plan

- **IMPORTANT:** *For identified departments/programs that require **two signatures** -- **Prior to the next step**, if another staff/administrator is required to review the Evaluation form, email/notify that administrator to review and sign the form.*
- Send the Evaluation to the Employee by clicking the 'Share' button to **ON**. If you have signed the evaluation, you may select or de-select the Share option box. **Remember, your signature on the form will prevent you from making any changes to the ratings or the comments.**
- When you share the form, the Employee will receive an email notification for the opportunity to review the evaluation, add comments, and sign the Evaluation Form. Comments should be added before the employee signs. The Employee's signature will finalize their input on the form.

**Information Technology (ESP)**

NAME:                      AUTHOR:

SCHOOL: **Technology**                      DATE: **Feb 5, 2016 8:29 AM PST**

SHARE:  On  Off

- The Evaluator will be notified when the form is signed by the Employee and the Evaluator can then review and sign the form to complete the process, if it hasn't already been signed.

**Evaluator Signature:**  
Sign

**Employee Signature (indicates receipt):**  
Sign

**Employee Comments:**  
[Text input field]

**SELECTING NEW FORMS FOR EMPLOYEES ALREADY SET UP WITH A PLAN:**

- Highlight the Employee from your staff list
- Select the **People** icon

TeachPoint Kyrene Elementary School District #28

Users [Sort by] [List] [Calendar]

- none (4)
- AH - Akimel A-al (2)
- AH - Altadena (3)
- AH - Aprende (2)
- AH - Centennial (2)
- AH - Kyrene (1)
- AH - Pueblo (2)
- Business Services (17)
- Community Education (27)
- Community Education-KC (1)
- Curriculum & Learning Services (9)

Table with columns: Type, Name, Author. Content: No records found.

- Select **New**

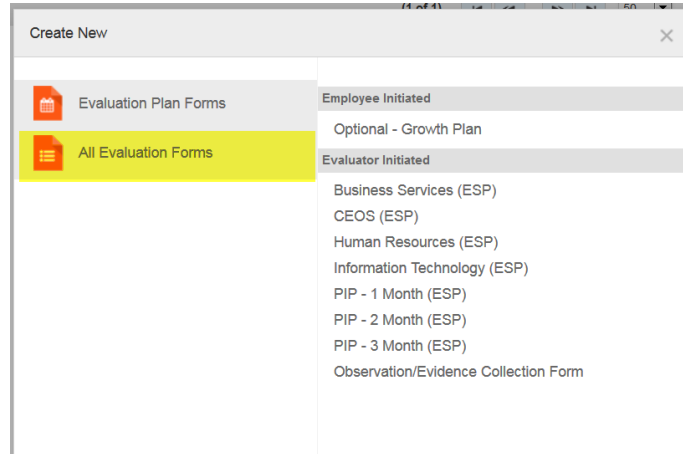
Valerie Hartepen

[New] [Upload] [Current Year] [Type] [Email] [Trash] [Share]

Sh	R	Sig	A	Status	Date

Sh=Shared R=Reflection Sig=Signatures A=Attachments

- Select the relevant Evaluation form for your employee’s position. (If you choose ‘All Evaluation Forms’ - PIP and Observation/Evidence Collection Forms are also available.)



### III. OBSERVATION/EVIDENCE COLLECTION FORM

- This form may be used as a supplement to the Evaluation form to record observed data or as additional documentation.
- A secondary evaluator in the school/department may also use this form to add information since only the initiator (primary evaluator) of the Evaluation Form is able to edit the evaluation itself

### IV. PERFORMANCE IMPROVEMENT PLAN FORM

- If any performance Indicator is rated as ‘Ineffective’ the Evaluator will initiate a Performance Improvement Plan.
- The Evaluator shall notify Human Resources prior to beginning this process.
- The Evaluator will determine the length of the improvement period, and the Evaluator will then initiate one of the following: 1 Month PIP, 2 Month PIP, or 3 Month PIP.