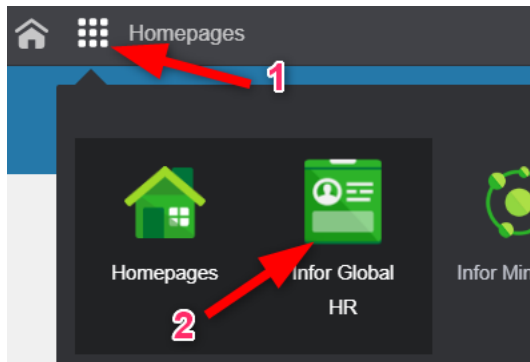


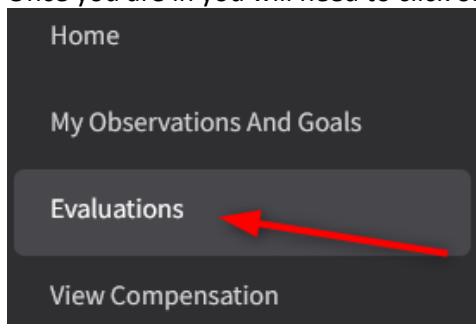
Completing Self Evaluations in GHR - Teacher

Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



- 1)Click the grid in the upper left corner.
- 2)Click on the Infor Global HR icon.

Once you are in you will need to click on Evaluations on the left menu.



Here you will see your Self Evaluation Form.

Active

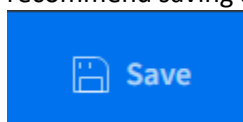
<input type="checkbox"/>	Evaluation
<input type="checkbox"/>	Teacher Evaluation Form

To begin your Self Evaluation just double click the form.

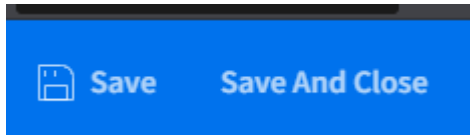
Active

<input type="checkbox"/>	Evaluation
<input type="checkbox"/>	Teacher Evaluation Form

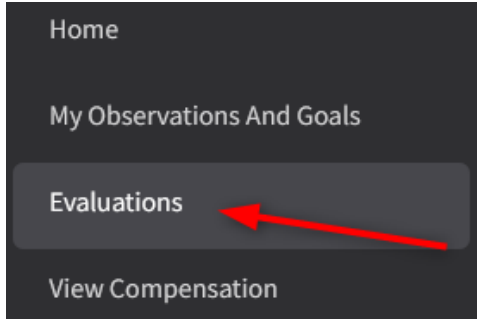
For each criteria enter your areas of strength and areas needing work or strategies for improving performance. At any time you can click Save at the top in the blue bar to Save your answers. I do recommend saving after you complete each box to ensure not losing information.



Once you have completed all of your answers you can click Save or Save And Close at the top in the blue bar.



To return to your list so that you can Finalize your Self Evaluation click on Evaluations on the left menu.



You need to Finalize your Self Evaluation before your Principal can submit their Evaluation for you to view and Acknowledge. To Finalize you need to select your Self Evaluation and then click Finalize Evaluation at the top. This will send an email to your principal that you have Finalized your Self Evaluation and allow them to view the Evaluation. **Your principal cannot see your Self Evaluation until you Finalize.**

Active

<input checked="" type="checkbox"/>	Evaluation
<input checked="" type="checkbox"/>	Teacher Evaluation Form

