MISD

HUMAN CAPITAL

Appraisal Training

HOW TO LOG-IN

All Bookmarks

Gmail   Images

Google

Pearson R...   Photo Pai...   PrimeroE...

SketchUp ...   Skyward ...   Skyward ...
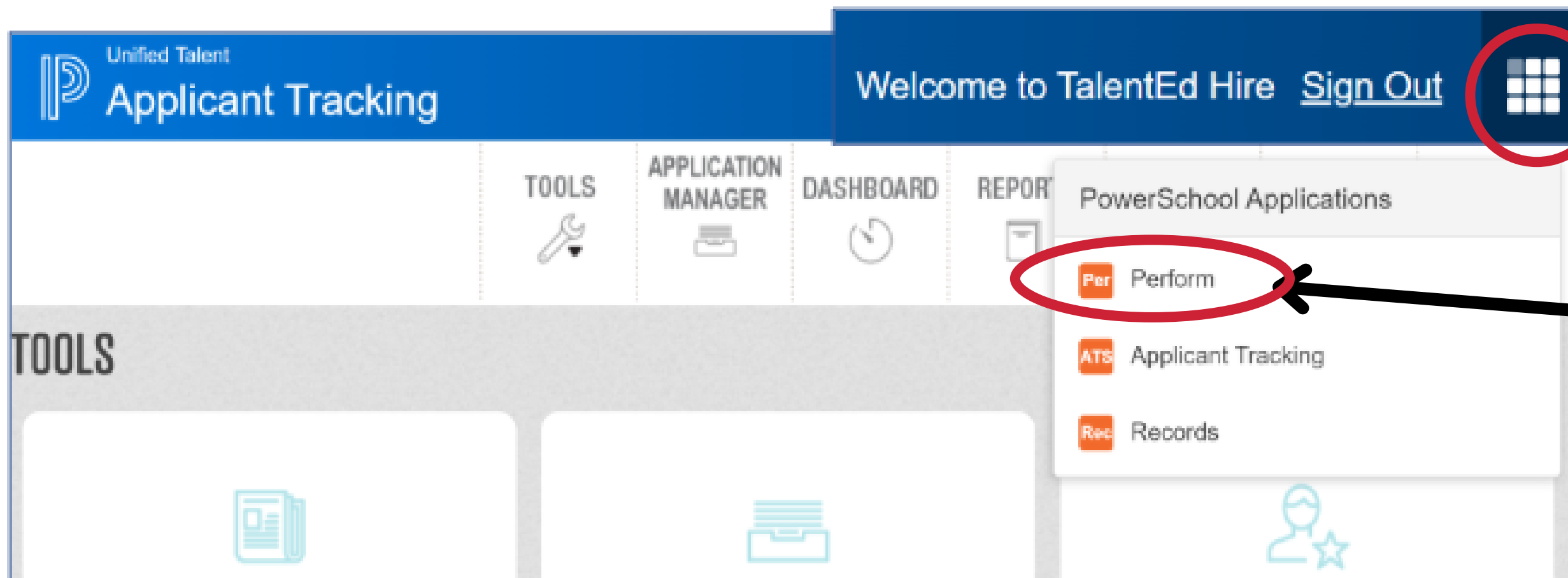
Smartsheet   Sora, by ...   TalentEd
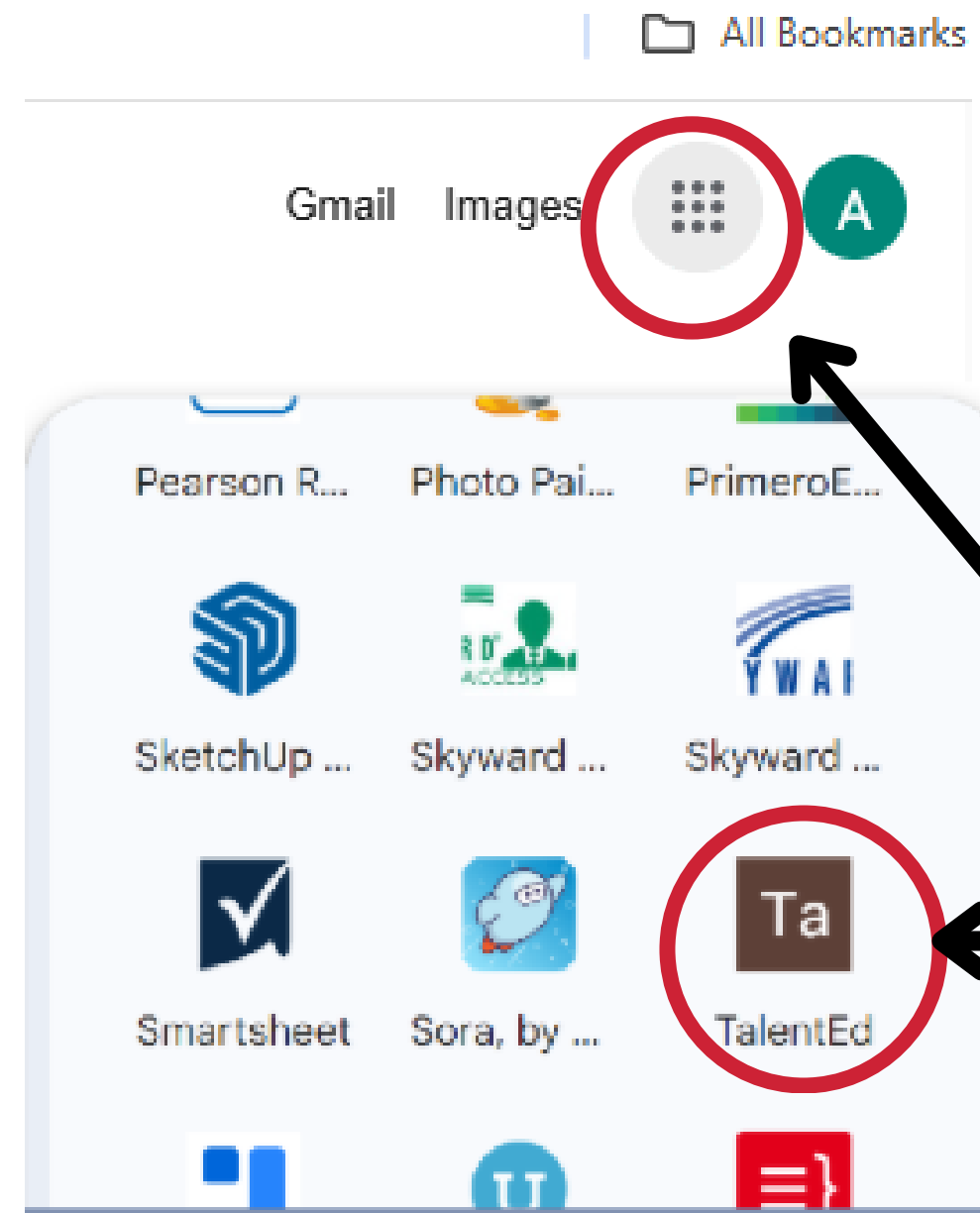
Step 1. Log in to your midlandisd.net Google/Email account.

Step 2. Click on the "waffle" icon and click on the TalentED icon.

HOW TO LOG-IN

Unified Talent
Applicant Tracking

Welcome to TalentEd Hire Sign Out

TOOLS

APPLICATION MANAGER

DASHBOARD

REPORT

PowerSchool Applications

Per Perform
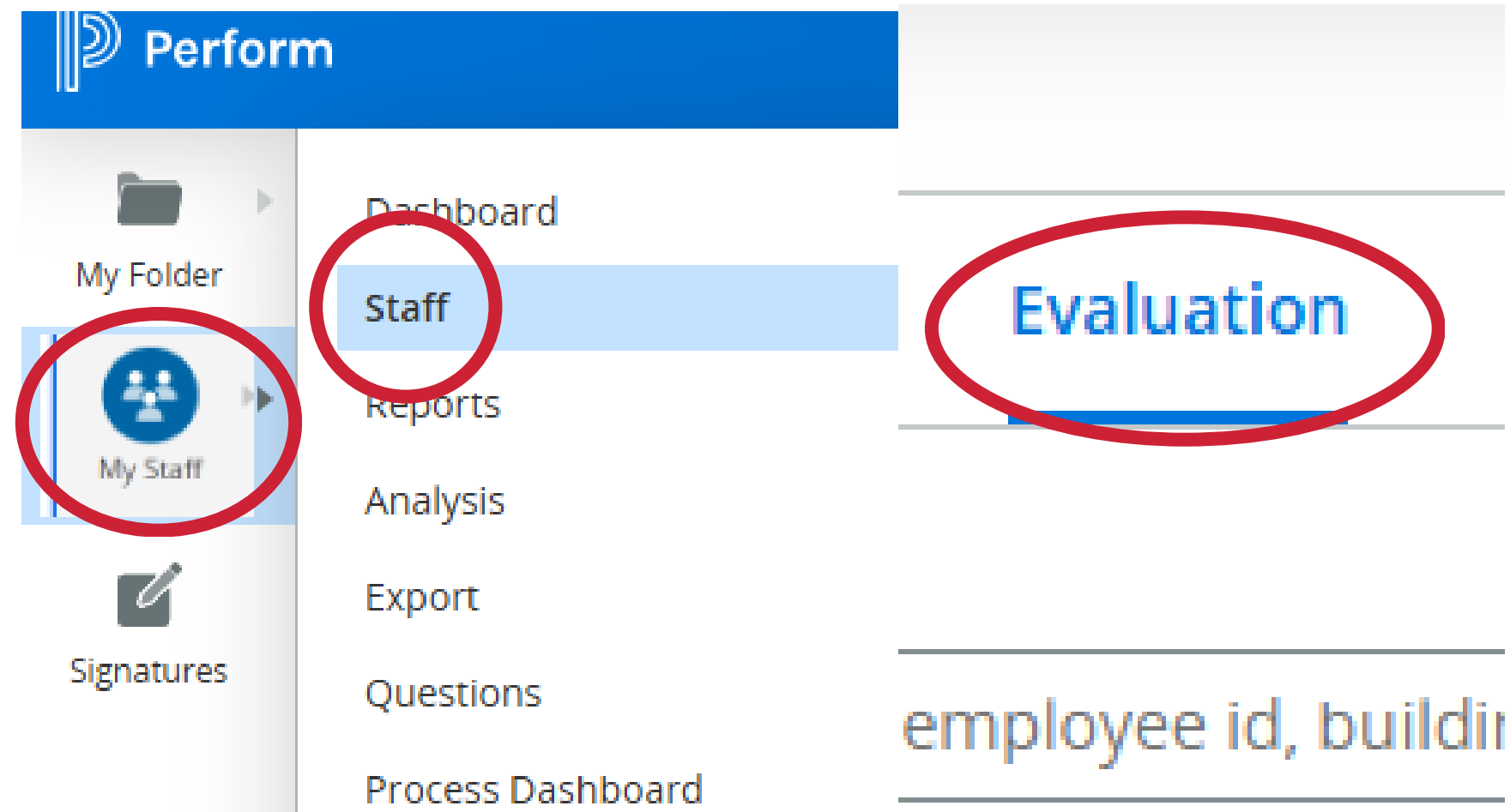
ATS Applicant Tracking

Rec Records

TOOLS

Step 3: From TalentED, Click on the "waffle" icon to switch to the PERFORM portal.

HOW TO: VIEW STAFF

To view the list of staff that have an appraisal (also called processes) assigned to them: Click on:
1. **My Staff**
2. **Staff**
3. **Evaluation**

SEARCH or FILTER option is available to search for a specific employee.

HOW TO VIEW APPRAISAL ASSIGNMENTS

Search

Enter any part of the name, employee id, building, or process name to search.

☐ Show Direct Reports of My Direct Reports

Collapse Filters **Reset Filters**

School Year	Process	Job Type		Groups
2024/2025	All Evaluations	All Job Types	ns	All Groups

Min Years of Service	Max Years of Service	Tenure Level	us	Responsible
All Years	All Years	All Levels		x

☐ ∨	Last ▲	First	Employee ID	Process	Progress	Responsible	Tenure Level	Deadline		
☐	Mark	Jane		CNS WORKER/MANAGE	0/1	A.Lujan		05/01/2025	View	Folder
☐	Sigala	Aliyah		ASSOCIATE TEACHER PI	0/1	A.Lujan		05/01/2025	View	Folder
☐	Ryan	Nolan		CNS DIETICIAN PERFOR	0/1	A.Lujan		06/15/2025	View	Folder

The appraisal assigned to a staff member will be listed under PROCESS.

The supervisor/ principal that will conduct the appraisal will be listed under RESPONSIBLE.

Will allow you to view the options for each appraisal form. Click on Folder to go directly to the Appraisal/Meeting.

HOW TO: COMPLETE AN APPRAISAL

Search

```
Enter any part of the name, employee id, building, or process name to search.
```

☐ Show Direct Reports of My Direct Reports

Collapse Filters **Reset Filters**

School Year	Process	Job Type		Groups
2024/2025 ⌄	All Evaluations ⌄	All Job Types ns ⌄		All Groups ⌄

Min Years of Service	Max Years of Service	Tenure Level us	Responsible
All Years ⌄	All Years ⌄	All Levels ⌄	[blank] x

☐ ⌄	Last ▲	First	Employee ID	Process	Progress	Responsible	Tenure Level	Deadline		
☐	Mark	Jane		CNS WORKER/MANAGE	0/1	A.Lujan		05/01/2025	View	Folder
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☐	Ryan	Nolan		CNS DIETICIAN PERFOR	0/1	A.Lujan		06/15/2025	View	Folder

Click View :
To COMPLETE THE APPRAISAL
for your staff member .

HOW TO: COMPLETE AN APPRAISAL

☐ Show information at time of process completion

\- CNS WORKER/MANAGER PERFORMANCE APPRAISAL

Evidence   Folder

(1) Tasks

☐	#		Task	Responsible	Resp Type	
☐	1	👥📄	CNS WORKER PERFORMANCE APPRAI...	B. ZEPEDA	Supervisor	Go To Form Schedule Assign Remove

Bulk Action   Select Action ▾   **Go**

Click on Go To Form to complete the Appraisal form for the staff member.

EVIDENCE FOLDER- Supervisors / Principals and applicants will be able to submit additional supporting documents in this folder.

HOW TO: COMPLETE AN APPRAISAL

Perform

My Folder

HR Tools

Signatures

Task: CNS WORKER PERFORMANCE APPRAISAL

Name: required

Jane Doe

EmployeeID: required

258946

Position: required

CHILD NUTRITION SERVICES

Department/Campus: required

South Elementary

Evaluator: required

Audrie Lujan

Evaluator Title: required

CHILD NUTRITION SERVICES

CURRENT SCHOOL YEAR: required

Verify the employee information:

Name

Employee ID

Position

Dept/Campus

Evaluator

Each field is prefilled for the current employee. If there is a discrepancy, please contact HR department.

HOW TO: COMPLETE AN APPRAISAL

General Skills

required

	Exceeds Expectations	Proficient	Needs Improvement	Not Applicable
1. Works cooperatively with others.	○	○	○	○
2. Participates in meetings, training, and special events.	○	○	○	○
3. Follows oral and written instructions from supervisor.	○	○	○	○
4. Follows district policies and procedures.			○	○
5. Provides safety and security for self and others.			○	○
6. Completes assignments on time and accurately.			○	○
7. Follows attendance and punctuality.			○	○
8. Demonstrates appropriate job knowledge.			○	○
9. Maintains neat and orderly work area.			○	○
10. Uses, maintains, and stores work material properly.			○	○
11. Identifies and responds to problems effectively.			○	○
12. Communicates effectively.			○	○

COMPLETE THE APPRAISAL:
Click on each area to choose the appropriate performance level for each skill.
<u>Exceeds Expectations</u>
<u>Proficient</u>
<u>Needs Improvement</u>
<u>NA</u>
Only one performance level can be selected at a time. To make a change, click on another performance level.

HOW TO: COMPLETE AN APPRAISAL

Performance Goals:

General Comments:

Employee Comments:

Artifacts

Autosaved at 10:43:55am

SUPPORT

Back **Save Progress** **Save & Submit**

Will allow you to go back to the previous screen

Will save the content filled out on the appraisal form and allows you to return to the form

Will save and submit the appraisal

HOW TO: COMPLETE AN APPRAISAL

☐ Show information at time of process completion

CNS WORKER/MANAGER PERFORMANCE APPRAISAL

Evidence   Folder

(1) Tasks

	#		Task	Responsible	Resp Type				
☐	1	📄	CNS WORKER PERFORMANCE APPRAI...	B. ZEPEDA	Supervisor	Go To Form	Schedule	Assign	Remove

Bulk Action   Select Action ▼   Go

Click on Go To Form to complete the Appraisal form for the staff member.

SCHEDULE/ RESCHEDULE – To schedule or reschedule Appraisal meeting.

ASSIGN- To assign the form to another The supervisor/ principal that will complete the appraisal.

HOW TO: SCHEDULE AN APPRAISAL

My Folder

My Staff

Signatures

Documents Awaiting Your Signature

Document	Direct Report	Process	Action Required		
OFFICE/TECHNICAL PERFORMANCE APPRAISAL	Staff 2	Office-Technical Performance Appraisal	Signature by Supervisor	signed Evaluator	View and Sign

« ‹ **1** › »   1-1 of 1

20 ⌄ per page

Awaiting Signature by a Direct Report

☐ Document	Direct Report	Process	Action Required			Reminders
☐ OFFICE/TECHNICAL PERFORMANCE APPRAISAL	Staff 1	Office-Technical Performance Appraisal	Signature by Vt Staff 1	EZ	View and Sign	0

Employee and Supervisor will sign the Appraisal by clicking on the SIGNATURES icon

HOW TO: VIEW COMPLETED APPRAISALS

Perform

My Folder

Tasks

History

Attachments

My Staff

Profile

Evidence

Signatures

(1) Tasks

PRAISAL

✓ Completed On 04/02/2020

ate Completed   Completed By

4/02/2020   BARRERA, KARINA   View

**Click on MY FOLDER icon.
Click on History to retrieve the completed appraisal.**

**Completed date is displayed.
Click on View to view, print, or download completed appraisal.**

PURPOSE OF APPRAISALS

Feedback and Development: They provide a structured way to give employees feedback on their performance, highlighting strengths and areas needing improvement. This helps employees understand how they are performing and what they can do to grow professionally.

Goal Setting: Performance appraisals often involve setting goals for the upcoming period. Clear goals align employee efforts with organizational objectives, promoting productivity and effectiveness.

Identifying Training Needs: Through appraisals, HR can identify skill gaps and training needs within the workforce. This allows HR to plan and implement training programs that enhance employee skills and competencies.

Promotion Decisions: Performance appraisals provide data that HR can use to make decisions about promotions and other forms of recognition. This ensures that awards are based on merit and performance.

Legal and Documentation Purposes: Appraisals serve as a formal record of an employee's performance over time. This documentation can be important in legal matters, such as disputes over termination or discrimination claims.

Improving Organizational Performance: By evaluating individual performance, HR gains insights into broader patterns within the organization. This allows for adjustments in policies, procedures, and resources to optimize overall performance.

Employee Engagement and Morale: Regular appraisals demonstrate to employees that their contributions are valued and recognized. This can boost morale and increase engagement, leading to higher retention rates and a more positive organizational culture.

We want your feedback!

Please complete the survey by scanning the QR Code or going to the url link.

Session ID: 31104

Date: 03/25/2025

03/26/2025

03/27/2025

Title of Session: Appraisal Training

Presenter: Audrie Lujan & Sandy Vasquez