

Position Control Evaluations

Timeline and Step by Step Guide to Completing an Evaluation

Timeline

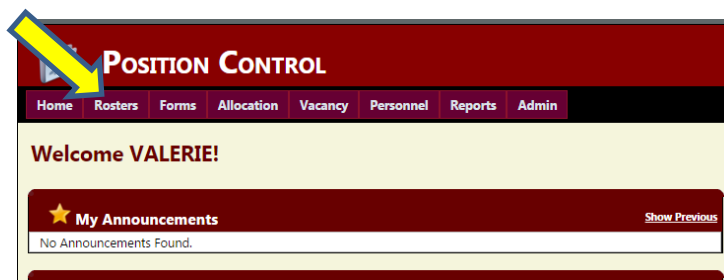
Position Control will be available to all School and District staff to conduct final evaluations on all staff below a manager level. The evaluation roster will include all staff requiring an evaluation through position control.

Article 5, Section 5.01 of the bargaining agreement states: Each EMPLOYEE shall receive a written assessment from his SUPERVISOR at least once each year. **Such assessment is to be completed not less than Fifteen (15) calendar days prior to the expiration of his current contract year.** Probationary EMPLOYEES shall be assessed at least once within the first four months of their probationary period.

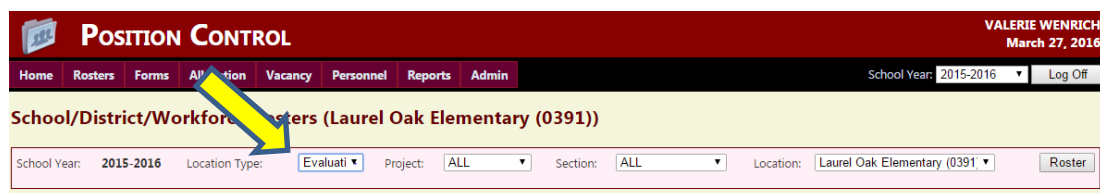
- **School based staff** evaluations **must be completed no later than April 26, 2018**
- **District based staff** evaluations **must be completed no later than June 1, 2018**

Step by Step Guide

1. Log into Position Control <http://positions.collierschools.com/Login.aspx> using your novel log-in.
2. From your dashboard, click on the **Roster** tab.



3. Click on Location type; choose **Evaluations** from the drop down.



4. Your evaluation roster will appear to include an evaluation roster key.

EVALUATION ROSTER KEY

- ➡ Evaluation not started
- ➡ Evaluation started, Evaluator is you
- ➡ Evaluation started, Evaluator is NOT you
- ➡ Evaluation finalized
- ➡ Evaluation disabled

EVALUATIONS (LAUREL OAK ELEMENTARY (0391))

Position Group	Employee Id	Last Name	First Name	Senior Date	Cal	Position	Title	FTE
SUPPORT PERSONNEL	1000006255	BUBOLTZ	GAIL	08/22/1988	186	70101	ASST. GEN. INST. & OFC 186 (E) (70101)	1.00
SUPPORT PERSONNEL	1000007428	FLY	YVONNE	11/22/2004	188A	72102	TUTOR, ELL SPANISH (E) (72102)	1.00
SUPPORT PERSONNEL	100033721	GRESS	DEBORA	09/10/2012	186	70101	ASST. GEN. INST. & OFC 186 (E) (70101)	1.00
SUPPORT PERSONNEL	1000008885	LINDQUIST	MARY	09/02/2014	186	70101	ASST. GEN. INST. & OFC 186 (E) (70101)	1.00
SUPPORT PERSONNEL	1000008966	LOWERY	ROSEMARY	08/22/1988	186	70101	ASST. GEN. INST. & OFC 186 (E) (70101)	1.00
SUPPORT PERSONNEL	1000009530	MORGAN	RHONDA	08/30/1993	186	70110	ASST. SAFE SCH. (E) (70145)	1.00
SUPPORT PERSONNEL	1000011106	STALING	LINDA	11/19/1984	186	70101	ASST. GEN. INST. & OFC 186 (E) (70101)	1.00
SUPPORT PERSONNEL	1000011952	WYSS	LUANN	04/10/2000	188D	70106	ASST. MEDIA (E) (70143)	1.00
SUPPORT PERSONNEL	1000005702	ARAS	MADELINE	10/02/2006	209A	70404	DATA ENTRY CLERK, ELEM (E) (70404)	1.00
SUPPORT PERSONNEL	1000005940	BENITEZ	MERCEDES	01/24/2005	221	63001	OFFICE MANAGER (63002)	1.00
SUPPORT PERSONNEL	1000005453	CARDWRIGHT	CONNIE	09/24/2001	205A	71801	GENERAL SCHOOL SECRETARY, ELEM (205B) (E) (71831)	1.00
SUPPORT PERSONNEL	1000321							20
SUPPORT PERSONNEL	1000010							20
SUPPORT PERSONNEL	1000011							20
NUTRITION SERVICES	1000009158	MARTINEZ	PAVEL	10/21/2002	189A	81104	NUTRITION SERVICES VOLUNTEER (81104)	1.00

District staff will only see employees assigned to you for evaluation.

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5. To start an evaluation for an employee, click on the **BLACK** arrow next to their name. This will open up their **DRAFT** evaluation form. This page includes an evaluation key, scoring key, summary list of domains, print button and a finalize button.

The screenshot shows the 'DRAFT' evaluation form for GAIL BUBOLTZ. Annotations include:

- Scale:** A box pointing to the 'Scale' header.
- Summary Button:** A box pointing to the 'Summary Button' in the top left corner.
- List of Domains:** A box pointing to the 'List of Domains' on the right side of the form.
- Finalize Button:** A box pointing to the 'Finalize' button at the bottom right.
- Print Button:** A box pointing to the 'Print' button at the bottom left.

The form includes the following sections:

- Job Information:** Job Title: ASST, GEN INST & OFC 186 (E) (70101), Location: Laurel Oak Elementary (0391), Evaluator Name: VALERIE WENRICH, Evaluation Type: Supervisor - Annual.
- Indicators of Effectiveness in Performing Responsibilities:** E = Exceeds Expectations, M = Meets Expectations, IN = Needs Improvement, U = Does Not Meet Expectations, NA = Not Applicable.
- EVALUATION KEY:** Red checkmark = Required & Not Completed, Green checkmark = Required & Completed, or Not Required.
- CCAEOCAP/CONFIDENTIAL ASSESSMENT FORM (DRAFT):**
 - GAIL BUBOLTZ SUMMARY (FINALIZE):** A list of domains with checkmarks indicating completion status.
 - Domains Summary:** A table listing domains and their completion status.
 - Textboxes Summary:** A table listing textboxes and their completion status.
 - Goals Summary:** A section for goals, currently showing 'No Evaluation Goals Found'.

6. To start evaluating each domain, click on a domain from the list on the left side of the evaluation page to open each element. Choose a score from the drop down scale for each element. *Different evaluation forms* may include more than one element under each domain. Once all elements within a domain are scored, the system will tell you it has been scored and the check mark will turn **green** in the summary list. ✓

The screenshot shows the 'Job Knowledge' domain selected. The form includes the following sections:

- Indicators of Effectiveness in Performing Responsibilities:** E = Exceeds Expectations, M = Meets Expectations, IN = Needs Improvement, U = Does Not Meet Expectations, NA = Not Applicable.
- EVALUATION KEY:** Red checkmark = Required & Not Completed, Green checkmark = Required & Completed, or Not Required.
- CCAEOCAP/CONFIDENTIAL ASSESSMENT FORM (DRAFT):**
 - GAIL BUBOLTZ SUMMARY (FINALIZE):** A list of domains with checkmarks indicating completion status.
 - Job Knowledge:** A section for the 'Job Knowledge' domain, showing a list of elements and their completion status.

7. To make sure you have completed all sections of the evaluation, click on the *Summary (Finalize)* button in the top left hand corner. The Domain summary will appear.

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Click on the summary (finalize) button to see if all sections are complete.

GAIL BUBOLTZ SUMMARY (FINALIZE)		Domains Summary	
Job Knowledge	✓	Name	Complete
Quality Of Work	✓	Job Knowledge	✓
Quantity Of Work	✓	Quality Of Work	✓
Attendance	✓	Quantity Of Work	✓
Punctuality	✓	Attendance	✓
Interpersonal Relations	✓	Punctuality	✓
Work Habits	✓	Interpersonal Relations	✓
Communication Skills	✓	Work Habits	✓
Adaptability & Flexibility	✓	Communication Skills	✓
Initiative & Resourcefulness	✓	Adaptability & Flexibility	✓
Reliability	✓	Initiative & Resourcefulness	✓
Judgement	✓	Reliability	✓
Customer Responsiveness	✓	Judgement	✓
Improvement Plan	✓	Customer Responsiveness	✓
		Improvement Plan (Required if criteria marked "U" or more than two criteria are marked "IN")	✓
Supporting Statement Relative To Overall Assessment *	✓		
Employee Comments	✓		

Textboxes Summary	
Name	Complete
Required Textboxes	✓

Goals Summary	
No Evaluation Goals Found.	

All sections complete except supporting statements

8. Click on [Supporting Statement Relative to overall assessment](#) link. A textbox will appear. To add comments, click on the pencil  and a text supported window will appear for you to add comments. Remember to click **SAVE**. **(DISCLAIMER: This is an example of one assessment form. NOT ALL ASSESSMENT FORMS WILL LOOK THE SAME. Every assessment will have textboxes of some type but may not necessarily have a tab labeled Supporting Statement Relative to overall assessment).**

Indicators of Effectiveness in Performing Responsibilities:
E = Exceeds Expectations
U = Does Not Meet Expectations

EVALUATION KEY
Not Completed
Completed, or Not Required

GAIL BUBOLTZ SUMMARY (FINALIZE)

Job Knowledge ✓
Quality Of Work ✓
Quantity Of Work ✓
Attendance ✓
Punctuality ✓
Interpersonal Relations ✓
Work Habits ✓
Communication Skills ✓
Adaptability & Flexibility ✓
Initiative & Resourcefulness ✓
Reliability ✓
Judgement ✓
Customer Responsiveness ✓
Improvement Plan ✓

Supporting Statement Relative To Overall Assessment *

Employee Comments ✓

Edit Textbox Value

CCAEOCAP/CONFIDENTIAL ASSESSMENT FORM (DRAFT)

Evaluation

This is a required field and must be completed for the evaluation to be finalized.

Supporting Statement Relative To Overall Assessment Max Chars: 2000

Great job this year.

body Words: 4

Save Cancel

CCAEOCAP/CONFIDENTIAL ASSESSMENT FORM (DRAFT)

GAIL BUBOLTZ SUMMARY (FINALIZE)

Job Knowledge ✓
Quality Of Work ✓
Quantity Of Work ✓
Attendance ✓
Punctuality ✓
Interpersonal Relations ✓
Work Habits ✓
Communication Skills ✓
Adaptability & Flexibility ✓
Initiative & Resourcefulness ✓
Reliability ✓
Judgement ✓
Customer Responsiveness ✓
Improvement Plan ✓

Supporting Statement Relative To Overall Assessment *

Employee Comments ✓

This is a required field and must be completed for the evaluation to be finalized.

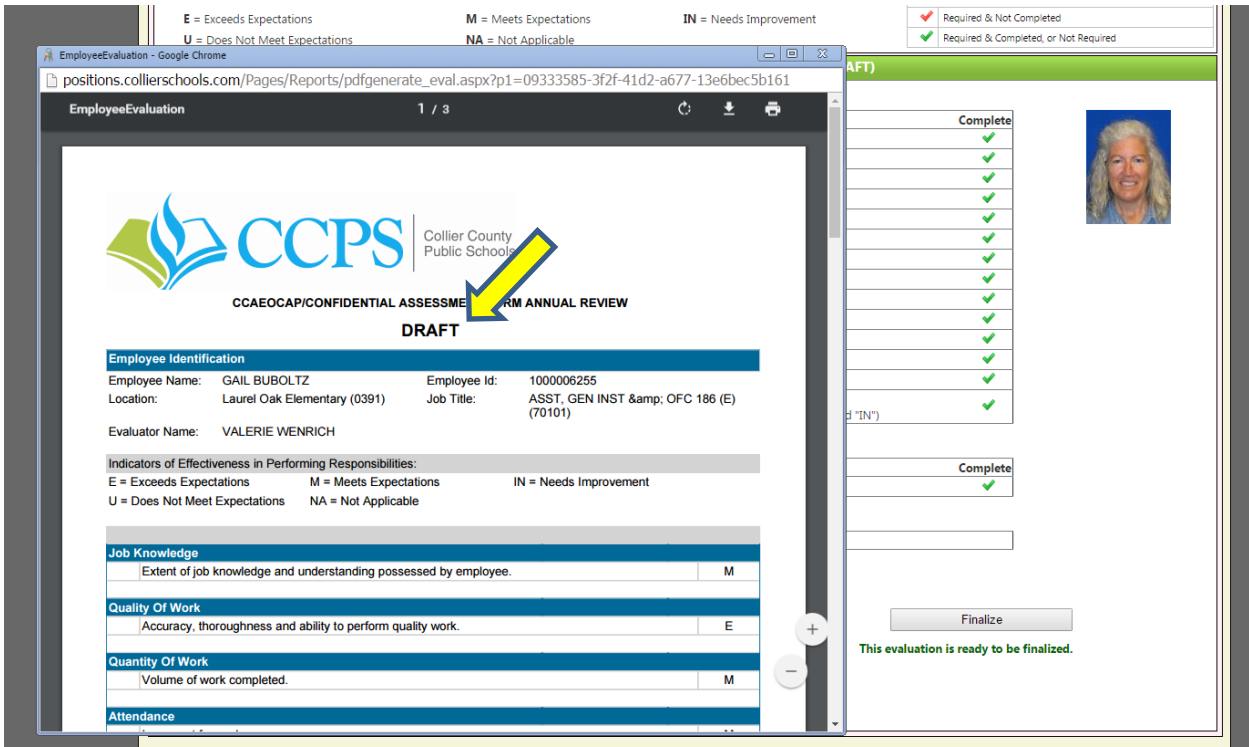
Great job this year.

Employee Evaluation Textbox Updated Successfully.

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9. To see a summary of the whole evaluation once you have scored each domain. Click on the [Summarize \(Finalize\)](#) tab at the top left above the domain list. Then click on the print button.  at the bottom of the screen. The draft evaluation will appear in a separate window.
10. The tab **Improvement Plan** will remain **green** as if it were completed unless it is required. It is required if any criteria within the evaluation is marked "U" or more than two criteria are marked "IN". Complete the improvement plan if it meets the criteria.



Employee Evaluation 1 / 3

CCPS Collier County Public Schools

CCAEOCAP/CONFIDENTIAL ASSESSMENT FORM ANNUAL REVIEW

DRAFT

Employee Identification

Employee Name: GAIL BUBOLTZ Employee Id: 100006255
 Location: Laurel Oak Elementary (0391) Job Title: ASST. GEN INST & OFC 186 (E) (70101)
 Evaluator Name: VALERIE WENRICH

Indicators of Effectiveness in Performing Responsibilities:

E = Exceeds Expectations M = Meets Expectations IN = Needs Improvement
 U = Does Not Meet Expectations NA = Not Applicable

Job Knowledge

Extent of job knowledge and understanding possessed by employee. M

Quality Of Work

Accuracy, thoroughness and ability to perform quality work. E

Quantity Of Work

Volume of work completed. M

Attendance

Finalize

This evaluation is ready to be finalized.

The evaluation is automatically saved after you do anything within the system such as scoring an element, updating a textbox, etc. **DO NOT FINALIZE THE EVALUATION UNTIL YOU HAVE MET WITH THE EMPLOYEE. PRINT THE EVALUATION FOR YOUR DISCUSSION WITH THE EMPLOYEE.** This is **required** by the bargaining agreement, **Section 5.06 Discussion of Draft Assessment: Prior to the finalization of a written assessment, the EMPLOYEE shall be provided the opportunity to discuss the assessment draft with the evaluator. It is the responsibility of the evaluator to inform the EMPLOYEE of the data upon which his assessment is based.**

11. Click on Roster at the top of the page to move on to the next employee's evaluation. The arrow next to the employee just completed will turn **yellow**  to indicate that it was started but **not FINALIZED**!

School/District/Workforce Rosters (Laurel Oak Elementary (0391))

School Year: 2015-2016 Location Type: Evaluati Project: ALL Section: ALL Location: Laurel Oak Elementary (0391) **Roster**

EVALUATION ROSTER KEY

- Evaluation not started
- Evaluation started, Evaluator is you
- Evaluation started, Evaluator is NOT you
- Evaluation finalized
- Evaluation disabled

EVALUATIONS (LAUREL OAK ELEMENTARY (0391))

And	Y	Position Group	Employee Id	Last Name	First Name	Senior Date	Cal	Position	Title	FTE
—	—	SUPPORT PERSONNEL	1000006255	BUBOLTZ	GAIL	08/22/1988	186	70101	ASST. GEN INST & OFC 186 (E) (70101)	1.00
—	—	SUPPORT PERSONNEL	1000007428	FLY	YVONNE	11/22/2004	188A	72102	TUTOR, ELL SPANISH (E) (72102)	1.00
—	—	SUPPORT PERSONNEL	1000333721	GRESS	DEBORA	09/10/2012	186	70101	ASST. GEN INST & OFC 186 (E) (70101)	1.00

Position Control Evaluations

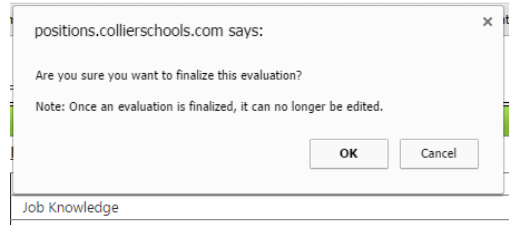
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12. Once you have met with the employee and reviewed their evaluation with them, you may go into the evaluation and finalize. Click on the **yellow** arrow  from the rosters page. It will bring you back to the evaluation. Click on the finalize button at the bottom of the page.

[Finalize](#)

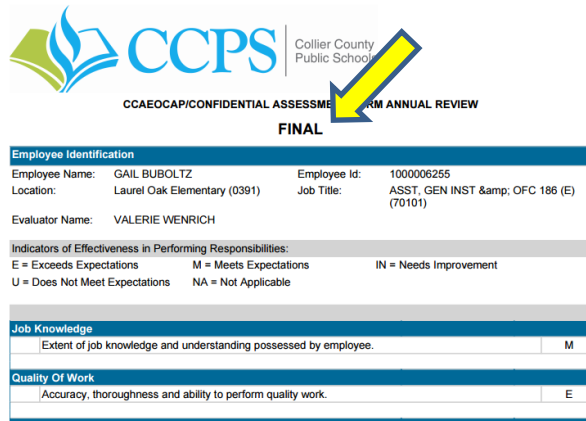
This evaluation is ready to be finalized.

13. A message will pop up and ask you if you are sure you want to finalize. Click on **OK** if you are ready to **finalize**.



14. Once finalized, the arrow within the roster will then turn **green** . Once finalized, no edits or changes may be made. **BE CAREFUL!** Make sure you are completely finished with the evaluation before finalizing.

15. Click on the **green** arrow  to bring up the final evaluation to print it for the employee to sign. The evaluation will be marked final.



FINAL

Employee Identification	
Employee Name:	GAIL BUBOLTZ
Location:	Laurel Oak Elementary (0391)
Employee Id:	1000006255
Job Title:	ASST. GEN INST & OFC 186 (E) (70101)
Evaluator Name:	VALERIE WENRICH

Indicators of Effectiveness in Performing Responsibilities:
E = Exceeds Expectations M = Meets Expectations IN = Needs Improvement
U = Does Not Meet Expectations NA = Not Applicable

Job Knowledge	
Extent of job knowledge and understanding possessed by employee.	M

Quality Of Work	
Accuracy, thoroughness and ability to perform quality work.	E

16. The employees will sign their evaluations. They will receive a copy for their records and the original will be sent to HR for their personnel file.

EXTRA FEATURES for School Based Evaluators ONLY! (Not an option for District, sorry)

School based evaluators have the option of sharing evaluations amongst their Administrative staff. All Administrative staff (Principal, AP, APC, APD, and Office Manager) will have access to the evaluations for all support personnel within their school site. Evaluations may be started by one administrator and completed by another.

- Evaluations started by someone else on your administrative staff will be indicated with an **orange** arrow on the roster.  Evaluation started, Evaluator is NOT you.
- If you are responsible for finishing the evaluation. Click on the **orange** arrow to open the evaluation. An evaluation control window will appear. If you want to take control of the evaluation, click **Take Control**. If you want to **VIEW ONLY!** Click on **View Eval**. If this was a mistake, just click **cancel**.

Position Control Evaluations

Timeline and Step by Step Guide to Completing an Evaluation

evaluation not started
evaluation started, Evaluator is you

Employee Evaluation Control

Evaluation: CCAEQCAP/CONFIDENTIAL ASSESSMENT FORM
Evaluation Type: Supervisor - Annual
Last Name: MCCAULEY
First Name: ROSEMARY
Employee Id: 1000009237



Current
Title: TUTOR, ELL SPANISH (E) (72102)
Location: Avalon Elementary (0201)
Evaluator: GLADYS RODRIGUEZ

New
Title: TUTOR, ELL SPANISH (E) (72102)
Location: Avalon Elementary (0201)
Evaluator: VALERIE WENRICH

Take Control

View Eval

Cancel

Employee Id	First Name	Last Name	Position	Location	Supervisor
EL 1000509115					
EL 1000008488					
EL 1000008506					
EL 1000009237					
EL 1000319716					
EL 1000506401					
EL 1000010159	JOHN	BRADY	02/22/2005	186	70101
EL 1000509666	TEA	ANNA	02/08/2016	186	70101
EL 1000011438	TREVINO	DELIA	08/27/2001	1880	70110
EL 1000006332	BYINGTON	BRADLEY	09/04/2001	186	71701
EL 1000521413	DELA CRUZ	CRYSTAL	10/19/2015	209A	71801

3. This feature allows the following:
- One administrator can add comments or scores to an evaluation that someone else will complete. Those comments will stay on the evaluation unless deleted by the person who took it over.
 - This allows for multiple people to share in the evaluation process.
 - The name of the person who finalizes the evaluation will appear on the final document that is presented to the employee. This requires clear communication between the administrators on who is ultimately responsible for finishing each evaluation.