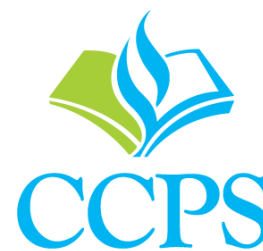


Admin - How To View Submitted Documents/Evaluations

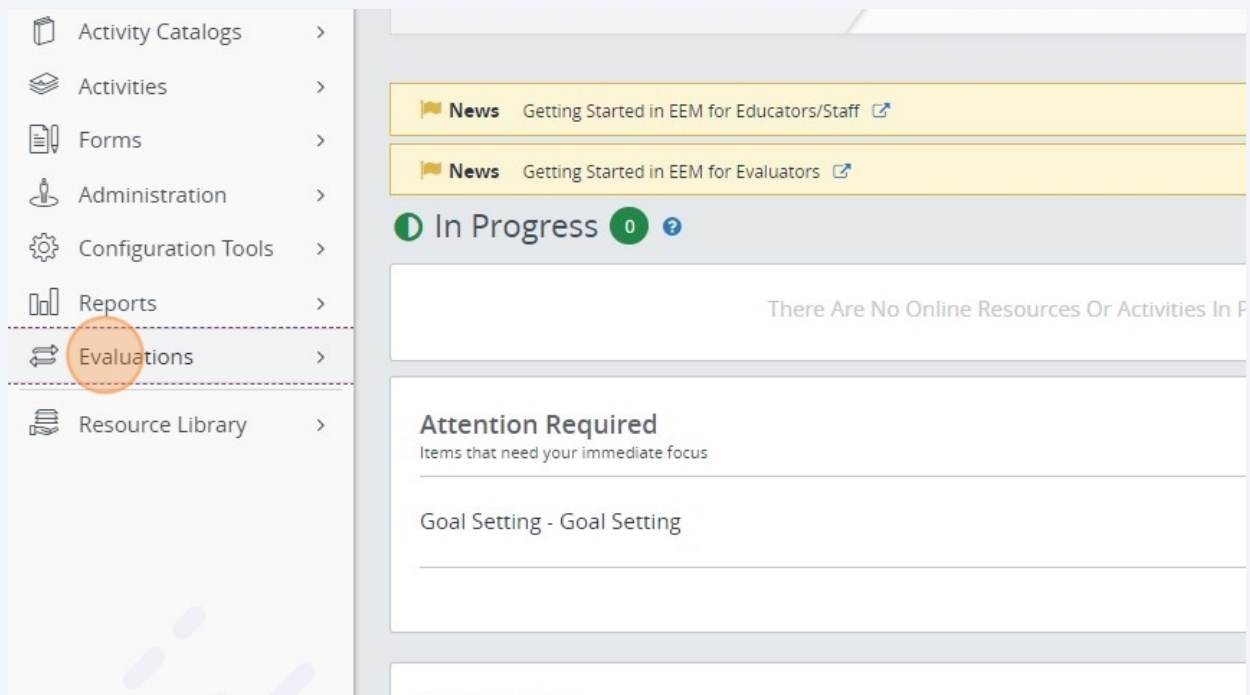


1 Navigate to CCPS Central Log-in Page

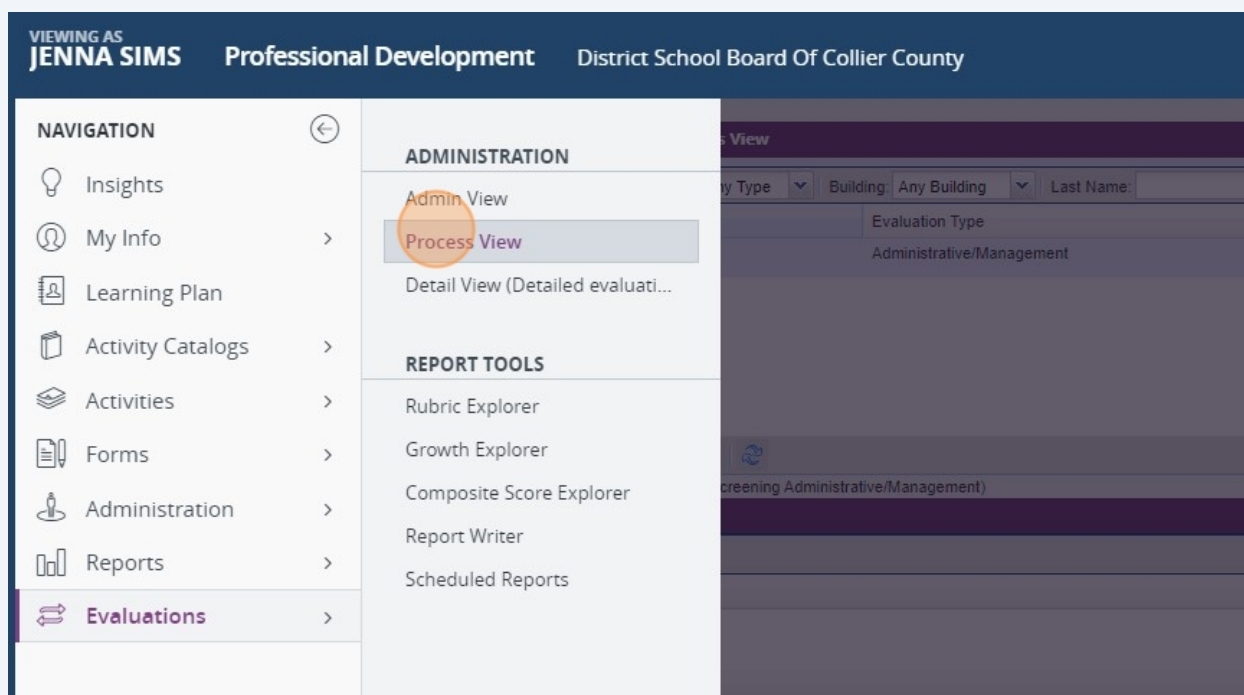
2 Click "Professional Growth"



3 Click "Evaluations"



4 Click "Process View"



5

Employees assigned to you as an Evaluator will be listed in the Administration - Process View window below. Evaluators will be able to sort by Employee Name, Evaluation Type, the Evaluation Period, or Progress Status.

City Of Collier County

Administration - Process View

Status: Type: Any Type Building: Any Building Last Name:

	Evaluation Type	Evaluation Period	Progress
ino, Maria	Nutrition Services Perm	08/15/2024-06/30/2025	0 of 1
, Janethe	CCAEOCAP Perm	08/15/2024-06/30/2025	0 of 1
	CCAEOCAP Perm	08/15/2024-06/30/2025	0 of 1
eth	CCAEOCAP Perm	08/15/2024-06/30/2025	0 of 1
a	Bus Attendant Perm	08/15/2024-06/30/2025	0 of 1

Page 1 of 25

0 instance components

Employee Name Prc

6

Click "In Progress" to see the evaluation's progress.

City Of Collier County

Administration - Process View

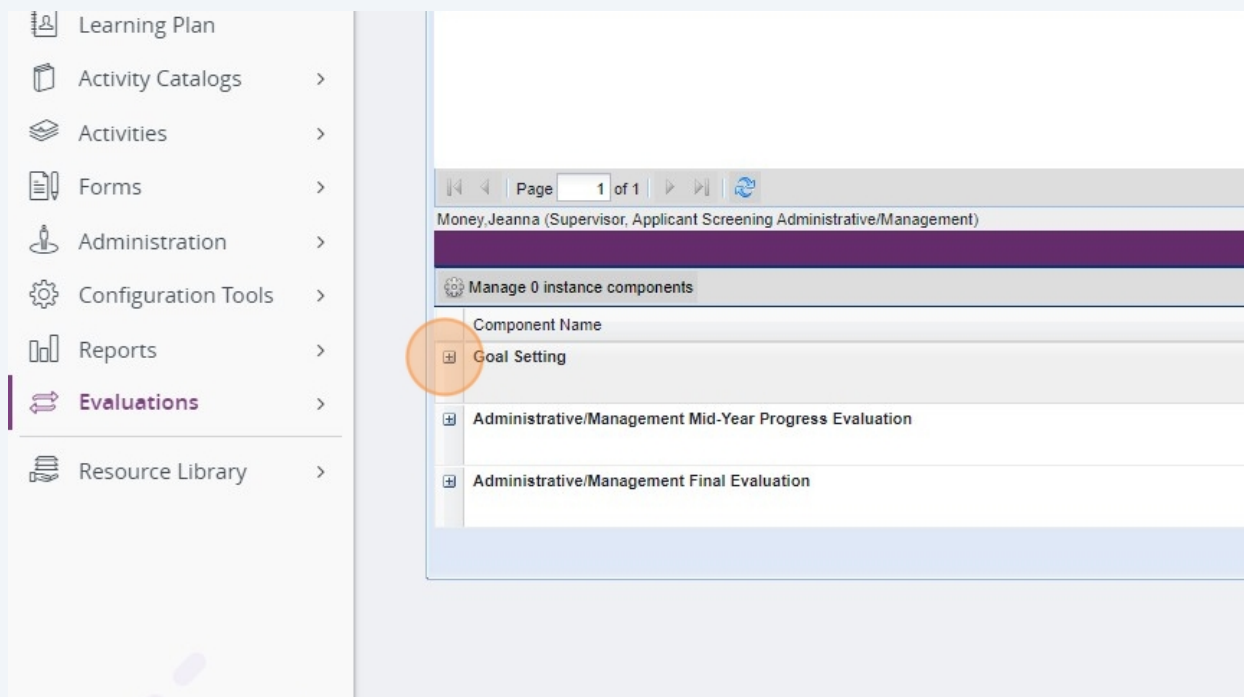
Status: Type: Any Type Building: Any Building Last Name:

	Evaluation Period	Progress	Status
anagement	08/15/2024-06/30/2025	0 of 3	In Progress In Progress

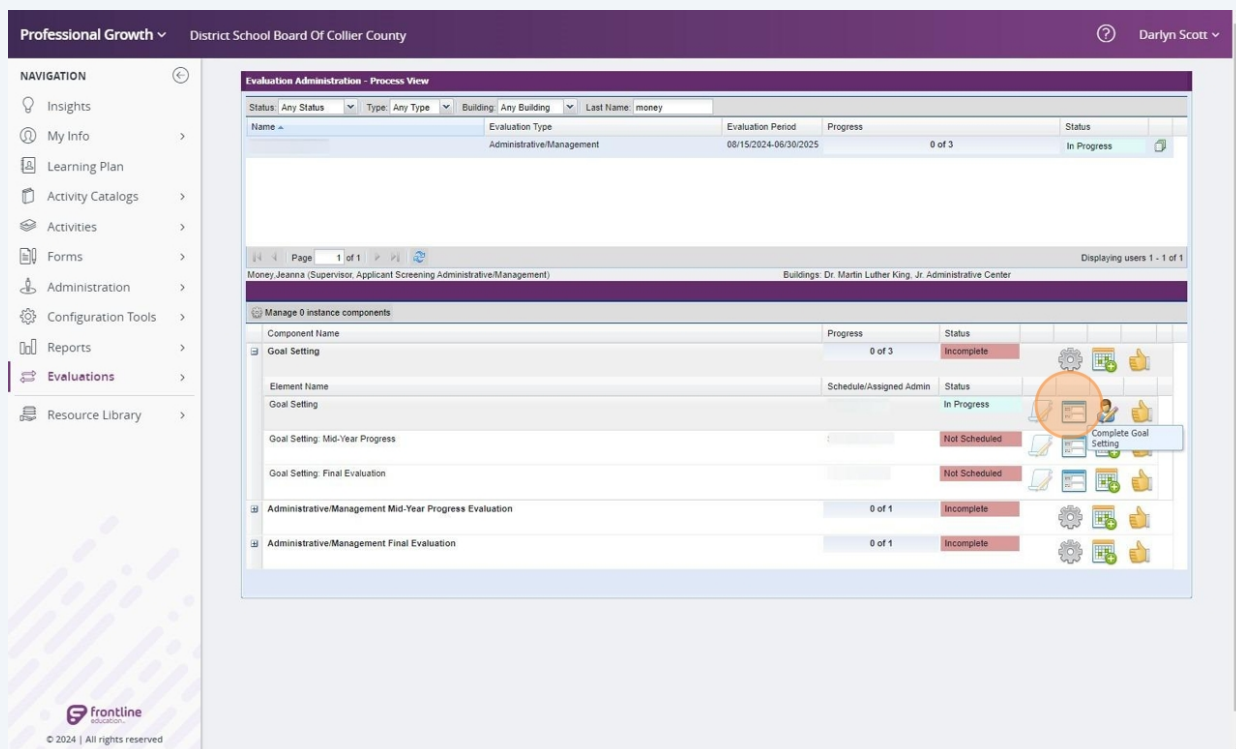
Displaying users 1 - 1 of 1

	Progress	Status
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7 Click the evaluation/component to be reviewed.



8 Click this image - "Complete Goal Setting"



9

Review to make sure that the information is correct in the "User Information" section.

Professional Growth ▾ District School Board Of Collier County

Form Viewer

NAVIGATION

- Insights
- My Info >
- Learning Plan >
- Activity Catalogs >
- Activities >
- Forms >
- Administration >
- Configuration Tools >
- Reports >
- Evaluations >
- Resource Library >

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Collier County Public Schools

Goal Setting

User Information

Name: [Redacted] Title: [Redacted]
 Buildings: Dr. Martin Luther King, Jr. Administrative Center Department: Human Resources
 Grade: None Evaluation Type: Administrative/Management
 Assigned Administrator: [Redacted] Evaluation Cycle: 08/15/2024 - 06/30/2025
 Saved By: [Redacted] Date Submitted: Incomplete
 Acknowledged By: N/A Date Acknowledged: Unacknowledged
 Finalized By: N/A Date Finalized: Unfinalized

Step 1: Goals

Date: 08/30/2024

Identify the 3 goals you will focus on this school year.

Goal 1:

24-25 Department Goal
 Continue to hold monthly or as-needed department staff meetings. Assume responsibility to request agenda items and topics for discussion, and lead meetings to

Goal 1: Due Date 06/30/2025

Goal 2:

24-25 Personal Goal
 Continue online leadership/manager education to continue to develop my leadership skills to

Goal 2: Due Date 06/30/2025

10

Review "Goal 1:"

Professional Growth ▾ District School Board Of Collier County

NAVIGATION

- Insights
- My Info >
- Learning Plan >
- Activity Catalogs >
- Activities >
- Forms >
- Administration >
- Configuration Tools >
- Reports >
- Evaluations >
- Resource Library >

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Acknowledged By: N/A
 Finalized By: N/A

Step 1: Goals

Date: 08/30/2024

Identify the 3 goals you will focus on this school year.

Goal 1:

24-25 Department Goal
 Continue to hold monthly or as-needed department staff meetings. Assume responsibility to request agenda items and topics for discussion, and lead meetings to update staff on any changes and to give

Goal 1: Due Date 06/30/2025

Goal 2:

24-25 Personal Goal
 Continue online leadership/manager education to continue to develop my leadership skills to effectively lead my team

11 Review "Goal 2:"

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06/30/2024

Identify the 3 goals you will focus on this school year.

Goal 1:

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24-25 Department Goal

Continue to hold monthly or as-needed department staff meetings. Assume discussion, and lead meetings to update staff on any changes and to give

Goal 1: Due Date

06/30/2025

Goal 2:

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24-25 Personal Goal

Continue online leadership/manager education to continue to effectively lead my team.

Goal 2: Due Date

06/30/2025

Goal 3:

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24-25 District Goal

Plan for and execute Phase I of the transition to the AHCA Clearinghouse for em

12 Review "Goal 3:" (if applicable).

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Goal 1: Due Date

06/30/2025

Goal 2:

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24-25 Personal Goal

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Goal 2: Due Date

06/30/2025

Goal 3:

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24-25 District Goal

Plan for and execute Phase I of the transition to the AHCA Clearinghouse for emp fully trained on the new process and that statutory requirements are met. Develop

Goal 3: Due Date

06/30/2024

Step 2: Ongoing G

Review the definitions of the "Elements" and then identify 1-3 Elements yo year and create a plan to do so.

13 Review "Ongoing Growth" section

Professional Growth ▾ District School Board Of Collier County

Goal 3: Due Date 06/30/2024

Step 2: Ongoing

Review the definitions of the "Elements" and then identify 1-3 Elements for your year and create a plan to do so.

Elements

- ☐ Communication - Communicates effectively and appropriately. Uses good judgment to get that accomplished. Speaks in a clear and credible manner, selecting the right words and allows them to make their point.
- ☐ Customer Focus - Personally demonstrates that external (or internal) customers are valued and responds to them in a timely and effective manner. Anticipates and prevents problems. Keeps customers informed about the status of pending actions and inquires about their satisfaction.
- ☐ Decision Quality - Gathers enough information to allow a trustworthy assessment of the situation. Stays focused on objectives and considers both the short-term and long-term consequences throughout the process.
- ☐ Dependability - Makes and fulfills commitments. Has established a pattern of accepting responsibility for his or her actions. Willingly makes promises and fully contributes. Shows up for meetings well-prepared.
- ☐ Education and Self Development - Makes it a practice to take charge of self-development by acquiring or strengthening skills and knowledge through coursework or other means.
- ☐ Empowering Employees/Others - Empowers others in an intentional manner. Allows others to find their way, yet helps when needed. Uses good judgment regarding the use of resources.

14 Review "Employee Comments" if any are entered.

to particular individuals.

- ☐ Initiative - Recognizes opportunities and initiates actions to capitalize on them. Looks for new and productive ways to manage. Demonstrates this characteristic when it comes to generating new ideas or processes, capitalizing on new business opportunities, taking on increasing responsibility or resolving problems as they occur. Uses sound judgment about when to take action and when to seek guidance or permission.
- ☐ Leadership - Articulates a vision that others choose to follow. Models behaviors expected of others and inspires others to take on challenging tasks and projects.
- ☒ Planning - Develops the steps necessary to accomplish long-term goals. Identifies long and short-term goals and establishes a plan to reach them. Allocates required resources, allows for contingencies and ensures that plans fit with the larger needs of the organization. Sets milestones to measure progress along the way.
- ☐ Relationship Building/Networking - Builds rapport and develops alliances with a broad range of people. Adjusts communication to meet the needs of individuals at various organizational levels and to meet the needs of clients. Forms alliances by demonstrating common interests and aspirations. Leave others feeling that he/she will be a trusted advisor in ways that reinforce that trust over time.

Employee Comments:

Step 3: Way Forward

The "Way Forward" is a short narrative summarizing the future direction of job duties, behaviors, career goals, etc. Examples of information to include are: continue on the current path, move to plan B, learning/education plan, goals, how to capitalize on your strengths.

Way Forward: Employee Comments

Submit Save Save & Notify Reset Print Comment

15 If needed, you can also add comments. Click on the "Comments" box.

when it comes to generating new ideas or processes, capitalizing on new business opportunities, seeking out and resolving problems as they occur. Uses sound judgment about when to take action and when to seek

in that others choose to follow. Models behaviors expected of others and inspires others to undertake

necessary to accomplish long-term goals. Identifies long and short-term goals and establishes realistic plans to sources, allows for contingencies and ensures that plans fit with the larger needs of the organization. Sets along the way.

ing - Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet s organizational levels and to meet the needs of clients. Forms alliances by demonstrating concern and respect ing common interests and aspirations. Leave others feeling that he/she will be a trusted ally and is careful to act ver time.

Step 3: Way Forward

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nclude are: continue on the current path, move to plan B, learning/education plans, career
our strengths.

Comments

mit Save Save & Notify Reset Print Comment

Add comment to the form.

16 Click "Submit" when done reviewing.

Demonstrates this characteristic when it comes to generating new ideas or processes, capitalizing on new business taking on increasing responsibility or resolving problems as they occur. Uses sound judgment about when to take guidance or permission.

☐ Leadership - Articulates a vision that others choose to follow. Models behaviors expected of others and inspires challenging tasks and projects.

☒ Planning - Develops the steps necessary to accomplish long-term goals. Identifies long and short-term goals ar reach them. Allocates required resources, allows for contingencies and ensures that plans fit with the larger needs milestones to measure progress along the way.

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Way Forward: Employee Comments

Submit

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Save & Notify

Reset

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Comment