

How to Complete the Admin Final Review



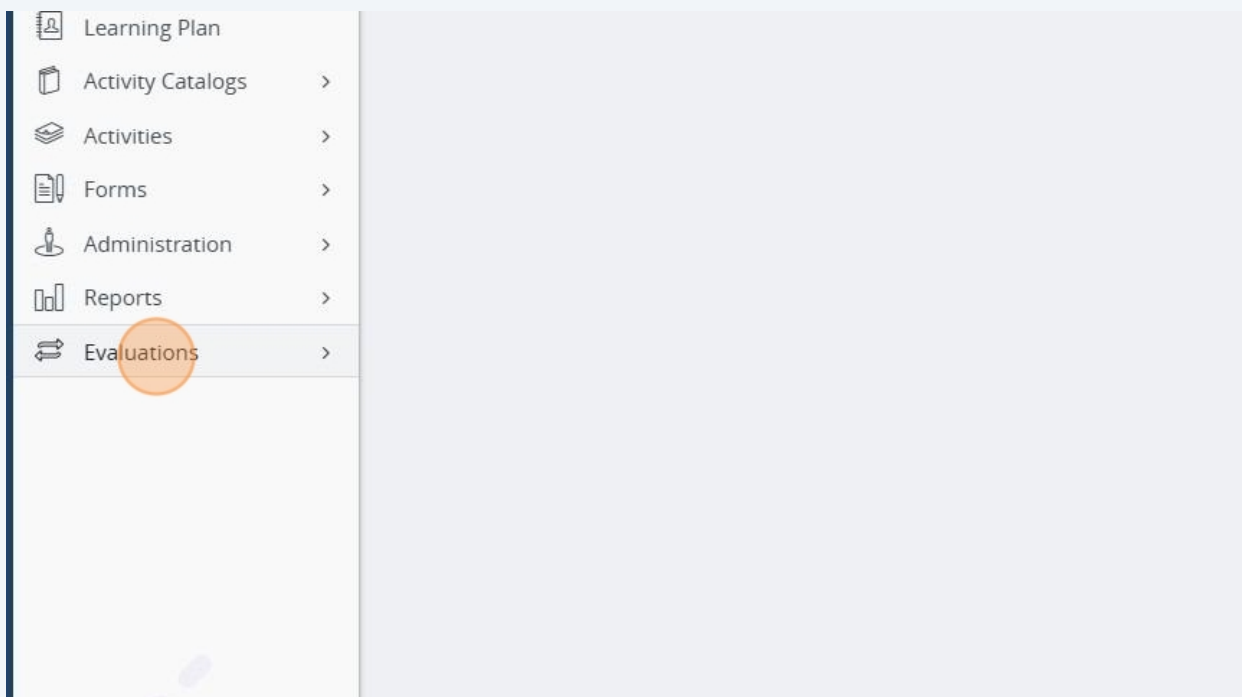
1

Navigate to Frontline - Professional Growth.

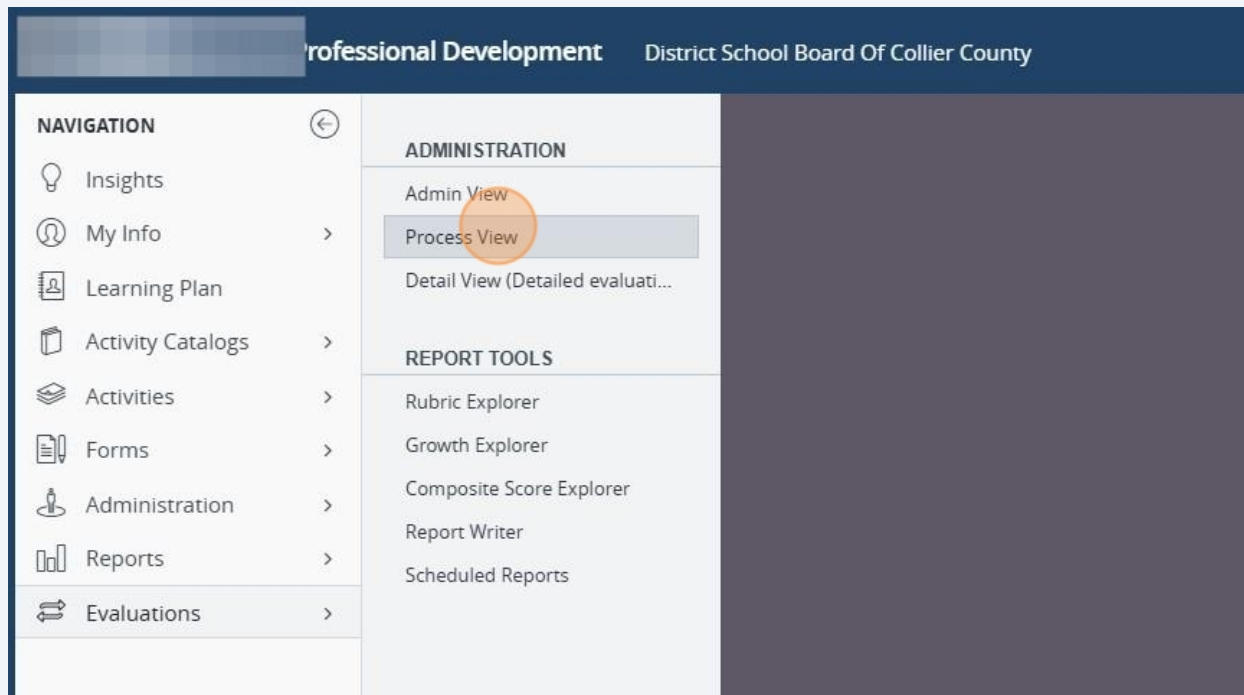
<https://www.mylearningplan.com/DistrictAdmin/Dusers.asp>

2

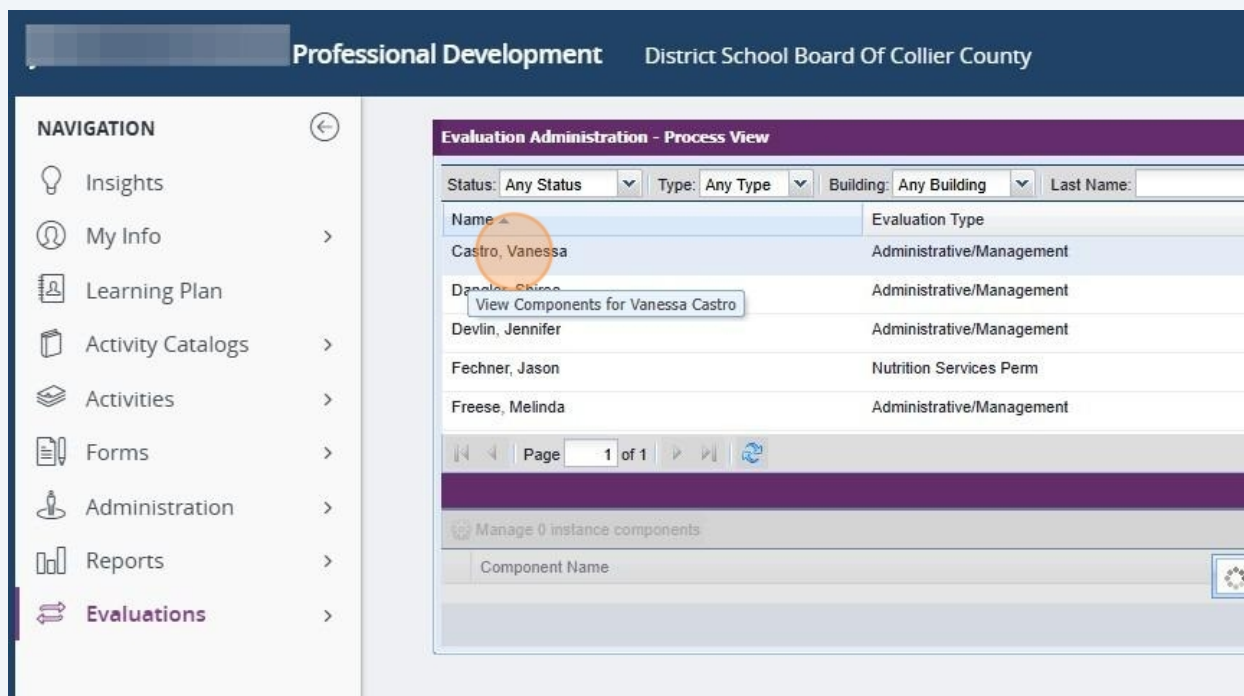
Click "Evaluations"



3 Click "Process View"



4 Find the Employee you will be reviewing/evaluating



5

The evaluative components will open below. Click the [+] sign next to the component to expand options.

The screenshot shows a sidebar menu on the left with the following items: Activity Catalogs, Activities, Forms, Administration, Reports, and Evaluations (highlighted in purple). The main content area displays a list of evaluative components. At the top, there are two rows of names and roles: 'Fechner, Jason' (Nutrition Services Perm) and 'Freese, Melinda' (Administrative/Management). Below this is a pagination bar showing 'Page 1 of 1'. A list of components follows, including 'Castro, Vanessa (Field Supervisor/Trainer, Nutrition Services Administrative/Management)'. A section titled 'Manage 0 instance components' contains a table with the following components:

Component Name
Goal Setting
Administrative/Management Mid-Year Progress Evaluation
Administrative/Management Final Evaluation

The '+' icon next to 'Administrative/Management Mid-Year Progress Evaluation' is circled in orange.

6

Click the blue tile box labeled "Complete (Assessment Name) Assessment."

The screenshot shows a table displaying evaluation results. The header indicates 'Displaying users 1 - 11 of 11'. The table has columns for 'Progress', 'Status', and icons for settings, calendar, and thumbs up. The data rows are as follows:

Progress	Status	Icons
3 of 3	Complete	Settings gear
0 of 1	Incomplete	Settings gear, Calendar, Thumbs up
Schedule/Assigned Admin	Status	
Keller, Jennifer	Not Scheduled	Calendar, Thumbs up
0 of 1	Incomplete	Settings gear, Calendar, Thumbs up

A blue tile box labeled 'Complete Mid-Year Progress Review' is highlighted with an orange circle and a callout arrow pointing to the 'Complete' status of the first row.

7

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9 Click "Enter Notes" if necessary.

JS nstrates that external (or ers are a high priority. Identifies and expectations and responds ely and effective manner. prevents delays or other things ly affect the customer. Keeps ned about the status of pending ires about customer satisfaction services.			
	Enter Notes		
ty information to allow a ssment of risks and benefits of paches in any decision. Stays ctives and considers both the onger-term impact of decisions tives in mind throughout the			
	Enter Notes		
s commitments. Has established king independently, meeting llines, and accepting responsibility tions. Willingly makes promises ; to keep them. Arrives at work dy to contribute. Shows up for repaired.			
	Enter Notes		
Self Development ice to take charge of self- soliciting feedback, setting en acquiring or strengthening edge through coursework or other			
	Enter Notes		

10 Enter information in the "Way Forward" section

Step 3: Way Forward

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

Way Forward (07/01/2024 - 06/30/2025)

NONE

Way Forward: Supervisor Comments

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Acknowledgement

I have read this form and have had the opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to signature. My signature does not signify my agreement or disagreement.

Submit

Save

Save & Notify

Reset

Print

Com

- 11 Click "Submit" to notify the employee that the component is ready for review.

Step 3: Way Forward

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

Way Forward (07/01/2024 - 06/30/2025)

NONE

Way Forward: Supervisor Comments

abc [dropdown] B I U A A A ab [dropdown] [bulleted list] [numbered list] [link] [table] [insert] [help]

Acknowledgement

I have read this form and have had the opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic signature. My signature does not signify my agreement or disagreement.

Submit Save Save & Notify Reset Print

- 12 After the employee has reviewed, return to system to finalize the document. Click "Finalize"

own decisions on es and others.				
us I educational takeholders s, parents or nts, groups that) and that each of ; is entitled to have holders informed tions or feedback. ders with courtesy s good-faith ectations.				

S:

you for supporting our students. Please continue to work with students during instructional time to ensure they are on task.

Acknowledgement

orm and have had the opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic signature does not signify my agreement or disagreement.

Print Comment Edit Form Finalize

Finalize or Route Element