



COLLIER COUNTY PUBLIC SCHOOLS

Employee Evaluation Management

Introduction to Professional Growth (PG)

Yearly Review Process

- All EEM users will receive notification alerting them to begin the review/evaluation planning process.
- New 2024 - Specialist Goal Setting.
 - This is an opportunity for the employee to develop goals for their own evaluation.
- Through the system, employees and their Supervisors can work through the process of entering and submitting goals.
- Principals/Supervisor are to finalize the Goal Setting process by **Friday, October 18th**
- Final evaluation/assessment will be in the Spring.
- At the final assessment review meeting, evidence of goal completion will be provided so a final rating on the goal can be provided.
- Final evaluations/goal review must be completed at minimum, 30 days prior to the end of the employee's contract.
- 250 employees- must be completed by June 30, 2025.



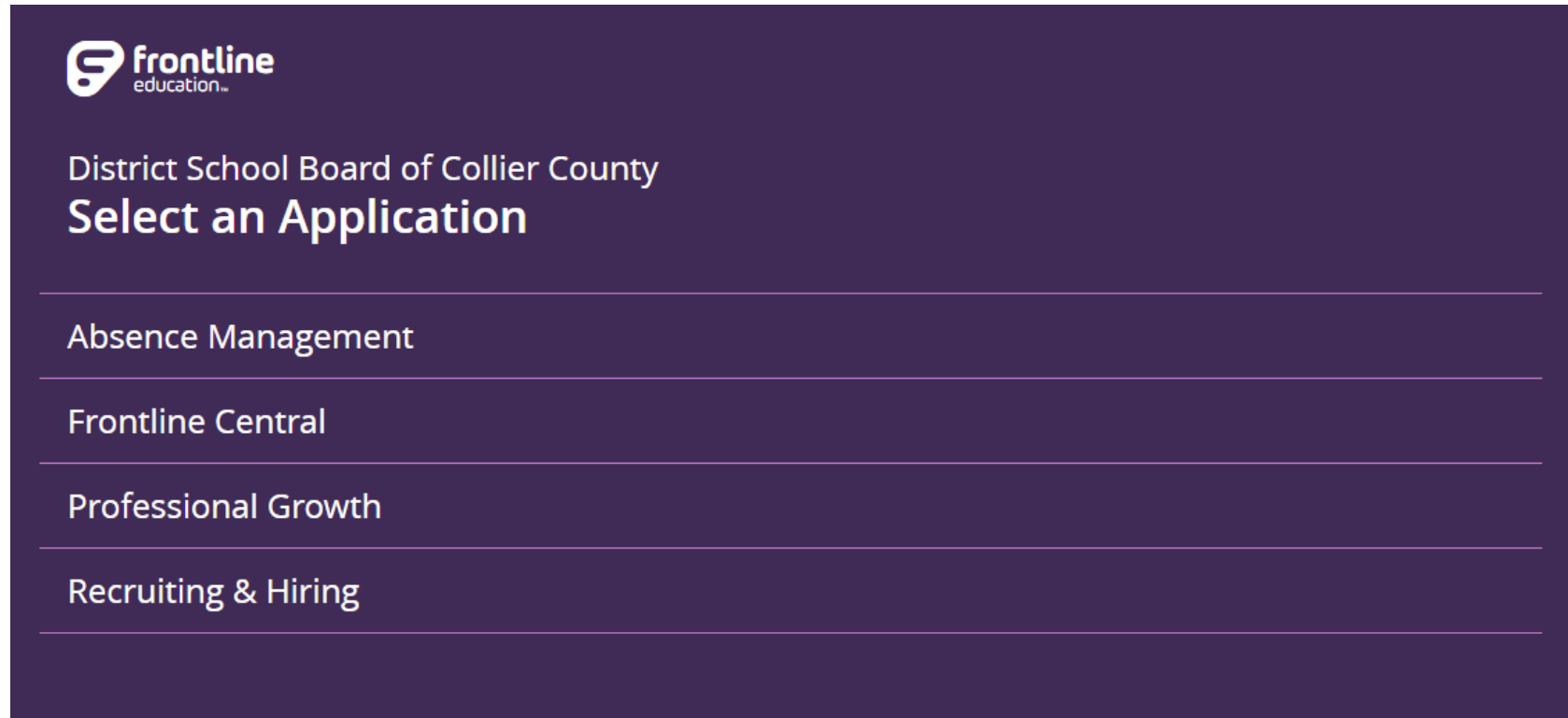
Goal Setting Overview

- **STEP 1** – Employee develops three goals and enters on the Goal Setting rubric for review by their supervisor. Employees are able to add comments in the comments box at the very bottom of the form.
- **STEP 2** – Employee submits the goal setting tool by saving and clicking submit. Upon submitting, the Supervisor will receive notification that there is an element for review.
- **STEP 3** – Evaluator reviews, meets with their direct reports, and finalizes the plan.



Professional Growth

After logging into the Frontline app/tile, you will be prompted to select which solution you would like to access. Please select “Professional Growth.”



The screenshot shows a dark purple interface for the Frontline Education app. At the top left is the Frontline Education logo. Below it, the text "District School Board of Collier County" is displayed. The main heading is "Select an Application". Below this heading is a list of four options, each separated by a horizontal line: "Absence Management", "Frontline Central", "Professional Growth", and "Recruiting & Hiring".

available systems depend on what you have access to.



Navigation Menu

Once logged in, notice the icons on the left. Click the navigation arrow that faces to the right to navigate EEM.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Forms

News and Info

Getting Started in EEM for Evaluators

Getting Started in EEM for Educators/Staff

My Requests

Actions	Activity Title	Start Date	End Date	FormName
-- no records --				

My Evaluation

Scheduled Components

None

Action Required

Specialist/Technician Goal Setting - Specialist/Technician Goal Setting

Status: awaiting form submission

Action: Open Specialist/Technician Goal Setting - Specialist/Technician Goal Setting form for submission

In Progress

None

Complete

None

***This is a person in your district: your view MAY NOT look exactly like this.

Left Navigable Icons:

- Insights (Homepage): Upcoming activities or tasks. Details your “Growth Journey.”
- My Info: relates to the completed activities that you have and links about you and your information.
- Learning Plan: the section where you can keep your eye on the status of any activities that you have enrolled in or been pre-registered for, also completed activities as well.
- Activity Catalogs: list of available professional learning opportunities available.
- Forms: place to find any forms related to Professional Learning
- Resource Library: this exploratory link will allow you to watch, read, etc. the online resources that BASD staff will have access-NO HOURS awarded in this area, only those registered for and completed through the “Activity Catalog” icon.



Learning Plan – My Evaluations

Forms that are ready to complete and submit have a status of "awaiting form submission", as shown in the following image, within the "Action Required" area of the Learning Plan section.

-- no records --

☐ Recently Completed (0 Record(s))

-- no records --

My Evaluation - Peggy Karpel

Scheduled Components

None

Action Required

Goal Setting - Goal Setting

Status: awaiting form submission

Action: [Open Goal Setting - Goal Setting form for submission](#)

In Progress

None

Complete

None

To access and complete a form, click the blue Action link under the form name. (The link will contain the form name.) Clicking the link displays the form in a separate tab.



Document Completion

Review the User Information section.

Form ViewerCtrl + Shift + S to Save

[Show Submission History](#)



Collier County Public Schools

Specialist/Technician Goal Setting

User Information

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



Document Completion

Enter up to three goals for the year, you wish to accomplish.

Ideally, the format for goals:

1. District Strategic Plan
2. Department plan/goals
3. Personal

Step 1: Goals

Date:

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

Goal 1:

abc

🕒

Tahoma

▼

B *I* U **A** **A** **A** **ab** **ab**

Goal 1: Due Date

Goal 2:

abc

🕒

Tahoma

▼

B *I* U **A** **A** **A** **ab** **ab**

Goal 2: Due Date

Goal 3:

abc

🕒

Tahoma

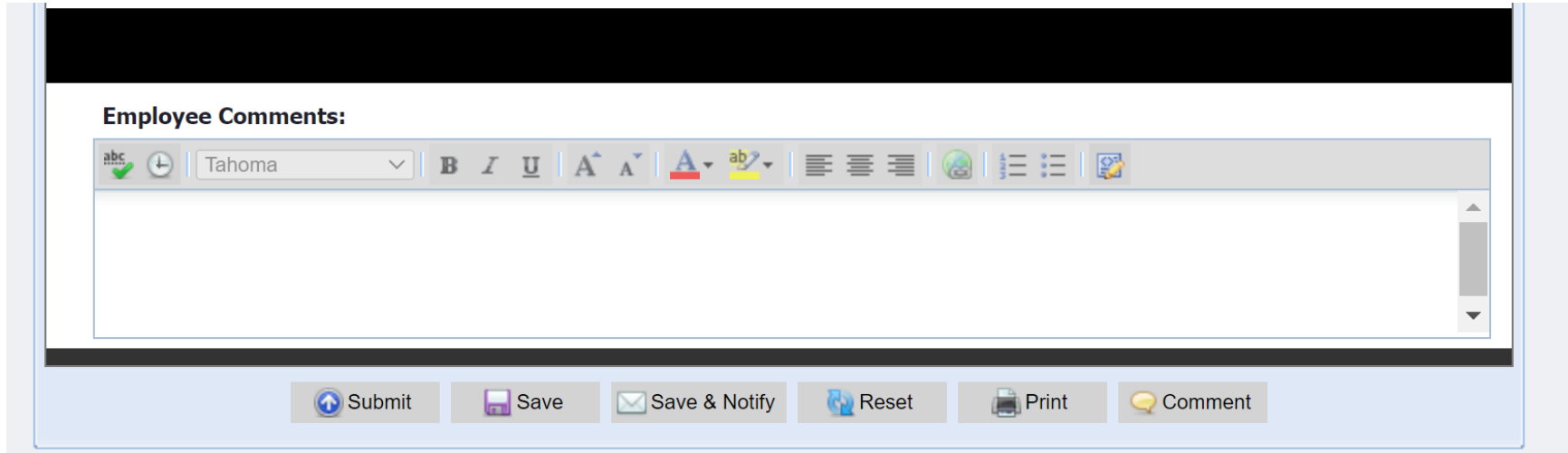
▼

B *I* U **A** **A** **A** **ab** **ab**

Goal 3: Due Date



Document Completion



The screenshot shows a web-based form titled "Employee Comments:". The form has a header bar with a black background. Below the header, there is a toolbar with various icons for text formatting (bold, italic, underline, font color, background color) and a dropdown menu set to "Tahoma". The main body of the form is a large, empty text area with a vertical scrollbar on the right. At the bottom of the form, there is a light blue bar containing six buttons: "Submit" (with an upward arrow icon), "Save" (with a floppy disk icon), "Save & Notify" (with an envelope icon), "Reset" (with a circular arrow icon), "Print" (with a printer icon), and "Comment" (with a speech bubble icon).

Employee Comments: entirely optional.

Submit: Sends the form to the administrator to take an action. Clicking "Submit" locks the form, and it can no longer be edited. However, an administrator can always "open a form back up" for editing, if needed.

Save: Commits the data entered on a form as a draft, in order to work on it later. It is recommended that you save forms often, since there is no auto-save feature on the forms.

Save & Notify: Saves the data entered on a form and provides the ability to send an email to a selected administrator.



Final Assessment

The final assessment mirrors previous evaluations in Position Control.

Specialist/Technician				
Indicator	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
Job Skills Possesses sufficient job skills and knowledge to perform the job in a competent manner. Is able to demonstrate skills and knowledge in day-to-day situations.				
Enter Notes				
Technical Knowledge/Skill Possesses a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of such.				
Enter Notes				
Quality of Work Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high-quality work and encourages others to have similar standards.				
Enter Notes				
Quantity of Work Produces an amount of work that meets or exceeds job expectations. Makes sure that quality does not suffer as the quantity of work increases. Works effectively with peers and carries own share of team workload.				
Enter Notes				
Initiative				



The final assessment also pulls in the goals from the beginning of the year, and Supervisor/Managers will be able to provide feedback.

Goal 1
NONE
Goal 1: Supervisor Feedback 
Goal 2
NONE
Goal 2: Supervisor Feedback 
Goal 3
NONE
Goal 3: Supervisor Feedback 

☐ Met
 ☐ Not Met

As information is entered, the system will calculate a rating, and will score all sections. When available, the same review buttons will be available for submission.

Summary	
Assessment Score:	0
<u>Rating</u> Unsatisfactory	<u>Score</u> 0
Assessment Rating (0/4)	
Summative Rating ■ Highly Effective 3.6 - 4 ■ Effective 3 - 3.59 ■ Developing 2 - 2.99 ■ Marginal 1.6 - 1.99 ■ Unsatisfactory 0 - 1.59	
Supporting Statement Relative To Overall Assessment:	
abc ✓ ↺ Tahoma ▼ B <i>I</i> <u>U</u> A⁺ A⁻ A⁺ ab² [List Icons] [Image Icon] [Table Icon] [PDF Icon]	
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.	
Print	

District Catalog/ Calendar



Use the search features to identify a particular activity. Once the activity is found, click the title to access the activity details screen.

To register for an activity, click the button on the right side of the screen.

- Request Approval button - The activity requires prior approval before enrollment.
- Sign Up Now button - The activity does not require prior approval. Clicking on the Sign Up Now button immediately processes the enrollment.
- Join the Wait List button - The activity is full, and there is a wait list.

District School Board of Collier County

Professional Development

Personal Calendar

☒ My Calendar

[+] Add Event

District Catalog

☒ District Catalog

☒ Online Learning Program

Calendar - District School Board of Collier County

<< Jun Jul Aug **Sep** Oct Nov Dec Jan Feb Mar Apr May Jun >>

Add Event | Search | Print

September 2024

DAY [MONTH] LIST

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
week						September 1
		2	3	4	5	6
week						7
						8
week		9	10	11	12	13
						14
						15
week		16	17	18	19	20
			9:30a-11:30a SY 25 Leadership Linkup			21
						22
week		23	24	25	26	27
				9:30a-11a CCPS Central Training - EEM		28
				1:30p-2:30p CCPS Central Training - EEM		29



In Review

- Principals/Supervisor are to finalize the Goal Setting process by **Friday, October 18th**
- **Questions/ access/ troubleshooting should be sent to CCPSCentral@collierschools.com**

Questions????

