



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Classified Evaluation

Frontline Professional Growth Guide

A quick reference for classified employees and supervisors

What this guide covers

A concise overview of the evaluation process and where to find forms in Frontline.

1

Evaluation structure

General performance, job-specific performance, and annual goals.

2

Key timing

Probationary and annual evaluation components.

3

Frontline access

How to locate forms and review items requiring action.

4

Support

Where to find Frontline help resources.

Classified evaluation structure

The evaluation form is organized into three sections.



General Performance

Fundamental job responsibilities and behaviors expected of all classified employees.



Job-Specific Performance

Role-specific duties, strengths, growth opportunities, and any corrective action if applicable.

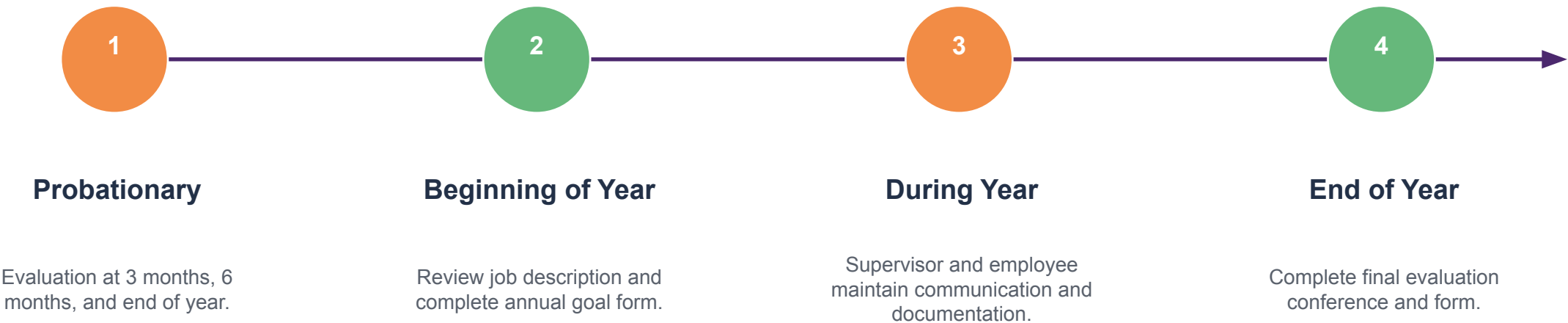


Annual Goal Review

Progress on current goals and goals for the upcoming evaluation period.

Evaluation timeline and components

Use the process to support clarity, feedback, and continuous improvement.



General performance areas

These common expectations apply across classified roles.

Work Quality & Efficiency

Accuracy, resource use, safety, workload management, initiative, and independence.

Attendance & Punctuality

Adherence to attendance procedures, work schedule, and reporting expectations.

Interpersonal & Professional Skills

Professionalism, teamwork, courtesy, adaptability, and student interactions when applicable.

Understanding the rating scale

Use ratings consistently and pair them with clear evidence and examples.

4

Exceeds requirements

Consistently performs above expected standards.

3

Meets requirements

Performs assigned responsibilities at the expected level.

2

Needs improvement

Requires support, clarification, or growth in one or more areas.

1

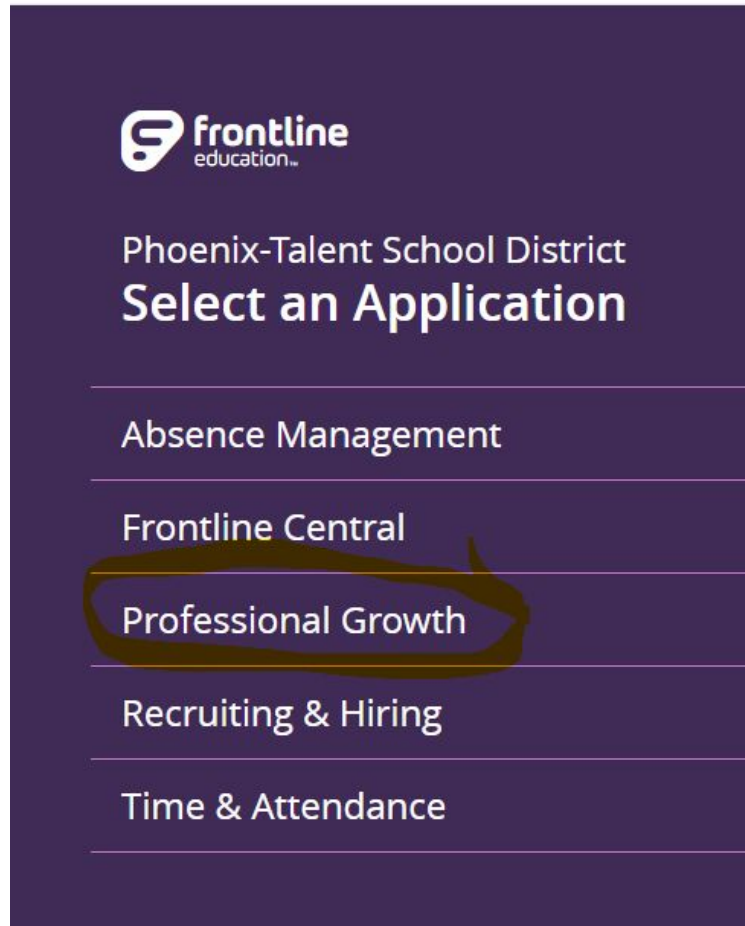
Significant need for improvement

Requires substantial improvement and close follow-up.

Tip: Focus comments on observable performance, job duties, expectations, and next steps.

Step 1: Open Frontline Professional Growth

Employees should select the Professional Growth application after logging into Frontline.

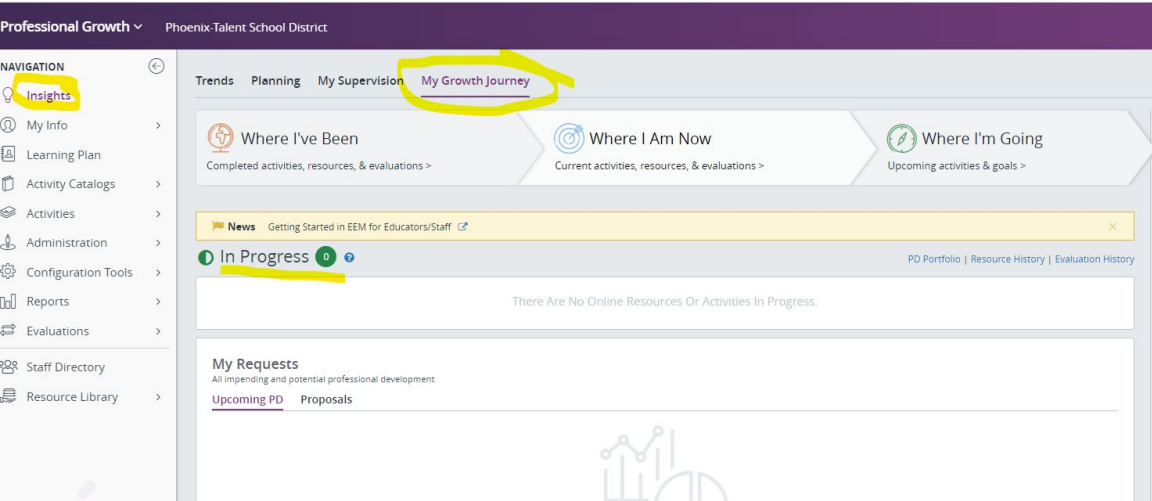


1. Log into Frontline.
2. On the application selection screen, choose Professional Growth.
3. The Professional Growth dashboard will open.

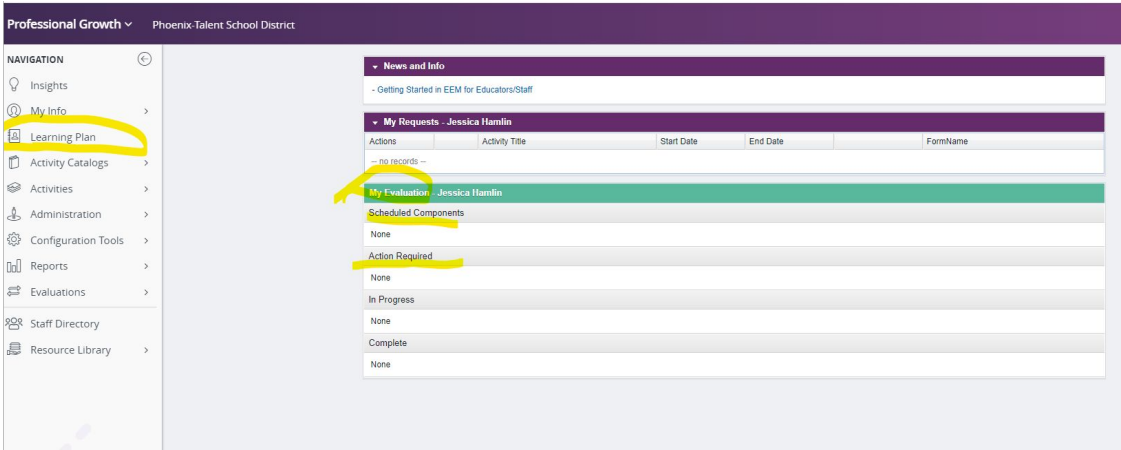
Note: Menu options may vary based on role, permissions, and whether the evaluation cycle has been initiated.

Step 2: Find evaluation forms

There are two common places to check for assigned evaluation items.



Option 1: Insights → My Growth Journey



Option 2: Learning Plan

Start by checking Action Required. Then review Scheduled Components, In Progress, and Complete as needed.

Step 3: Review and complete assigned actions

Open blue action links to view, complete, submit, or acknowledge forms.

My Requests -

My Evaluation -

Scheduled Components

FFT2021 Announced Observation Form

Status: scheduled
Date: 09/25/2021 10:00-11:00 AM EDT
Where: Room 5B
With: Picard Evaluator

Action Required

FFT2021 Pre-Observation Planning Form

Status: awaiting schedule acceptance
Date: 09/20/2021 10:00-11:00 AM EDT
Where: Room 5B
With: Picard Evaluator
Action: [Accept Schedule / Decline Schedule](#)

In Progress

SLO Development Form - Student Learning Objectives

Status: awaiting administrator acceptance
Submitted: 09/15/2021 9:30 AM EDT
Action: [View SLO Development Form - Student Learning Objectives](#)

Complete

Teacher Observation - Announced Observation

Status: completed
Submitted: 09/14/2021 11:30 AM EDT
Action: [View Teacher Observation - Announced Observation](#)

Scheduled Components

Upcoming evaluation activities already placed on the evaluation plan.

Action Required

Items needing employee review, response, acceptance, completion, or acknowledgment.

In Progress

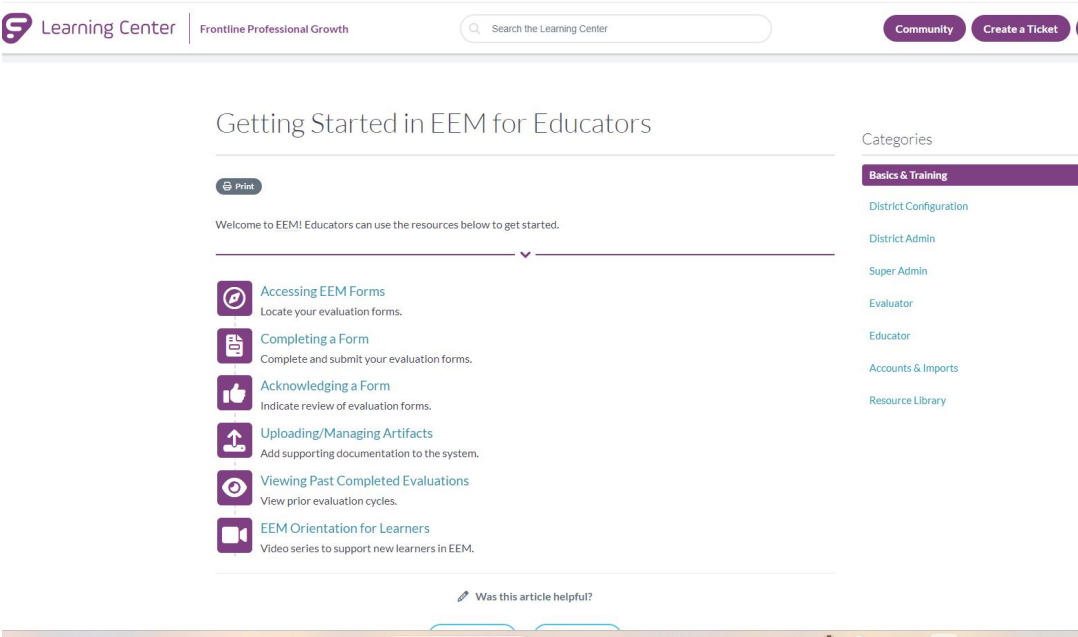
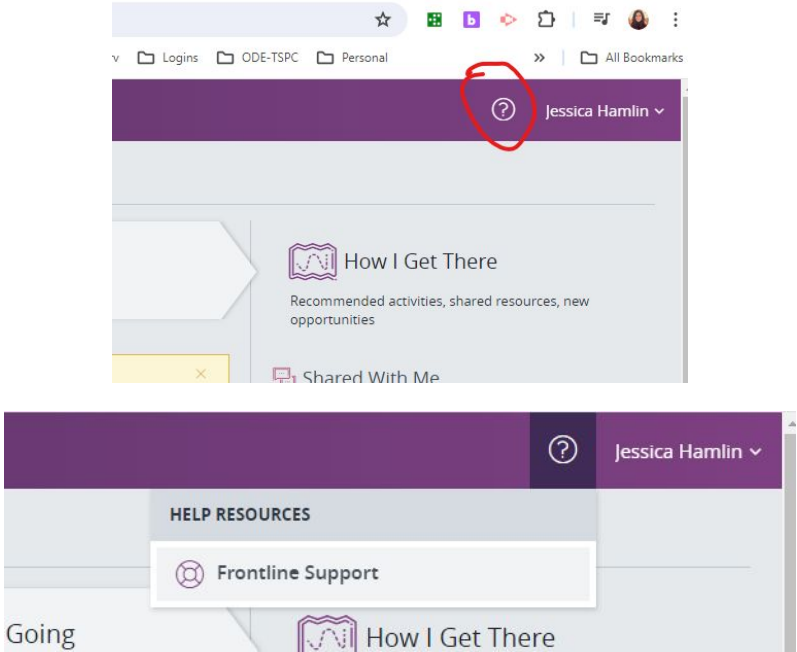
Forms or activities started but not yet fully completed.

Complete

Forms and evaluation items that have been finalized.

Frontline support resources

Use the help menu or Learning Center when you need system-specific support.



Use the question mark icon in Frontline to open Help Resources and select Frontline Support. The Learning Center includes guidance for accessing, completing, acknowledging, and viewing evaluation forms.

Supervisor reminders

The evaluation process is most useful when it is clear, timely, and evidence-based.

- Review the employee's job description and applicable evaluation components at the beginning of the year.
- Use specific examples tied to job duties, expected work behaviors, and role-specific responsibilities.
- Discuss goals in a way that is practical, measurable when possible, and connected to the employee's assignment.
- Document concerns early and provide clear expectations, supports, and timelines when improvement is needed.

When corrective action may be needed, coordinate with Human Resources before finalizing language or next steps.

Quick Reference

Frontline Professional Growth

- 1 Log into Frontline and choose Professional Growth.
- 2 Check Learning Plan for Action Required first.
- 3 Use My Growth Journey to view current and completed evaluation activity.
- 4 Open blue linked actions to complete, submit, acknowledge, or view forms.
- 5 Use ? → Frontline Support for help resources.

Human Resources can support evaluation questions; Frontline Support can support system navigation questions.