



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.

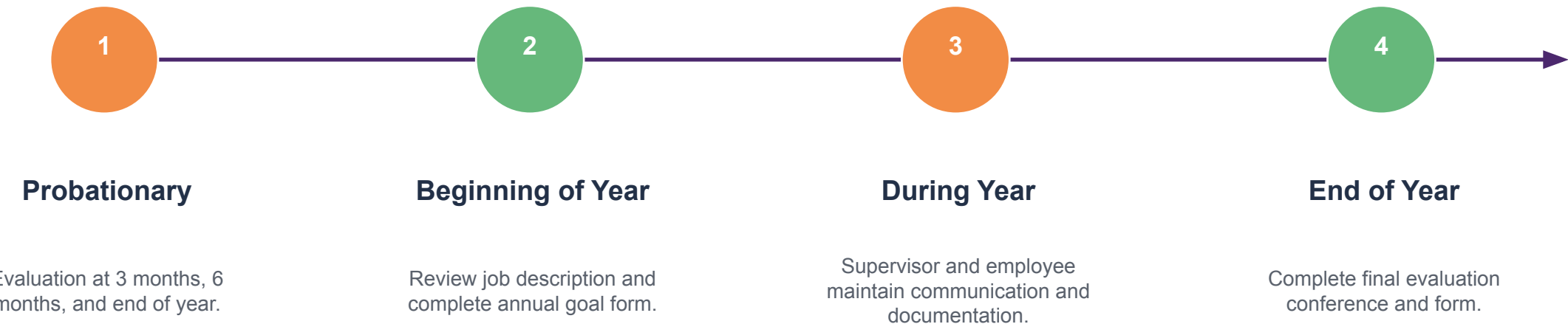


Annual Goal Review

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

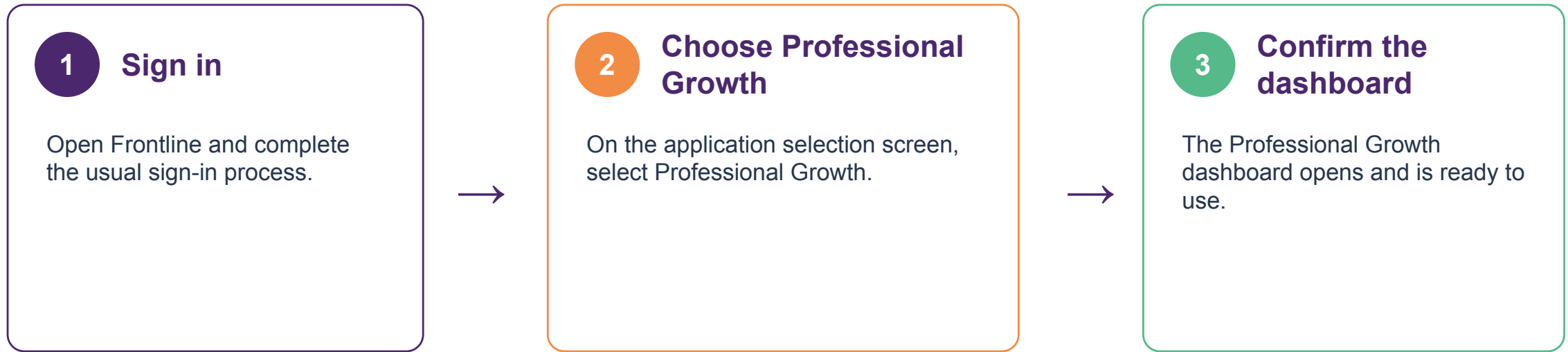
Significant need for improvement

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

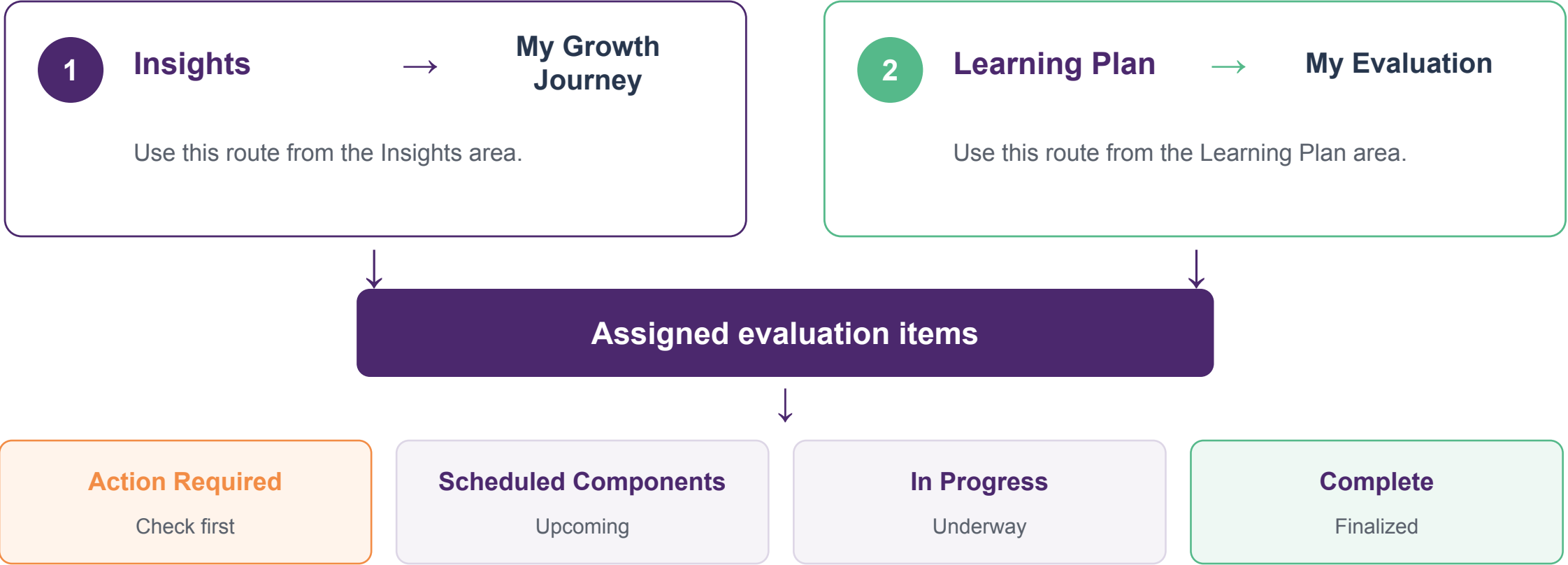
Employees should select the Professional Growth application after logging into Frontline.



Note Menu options may vary by role, permissions, and whether the evaluation cycle has started.

Step 2: Find evaluation forms

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



Begin with Action Required; use the other sections to track what is scheduled, underway, or finished.

Step 3: Review and complete assigned actions

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

Start in Action Required

- 1** **Open the blue action link**
Select the link for the assigned form or activity.
- 2** **Review the instructions**
Confirm what is being requested before entering a response.
- 3** **Complete the requested action**
Enter information, respond, or review the item as directed.
- 4** **Finalize the item**
Submit, accept, or acknowledge when the action is complete.

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.



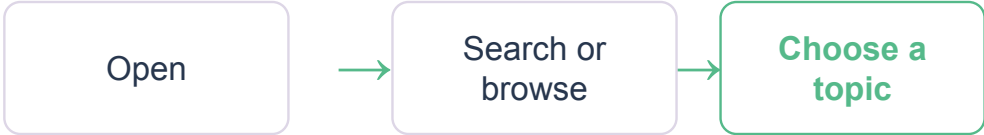
Frontline Help

Use the help menu for system-specific assistance.



Learning Center

Use the resource library for guided evaluation help.



Common topics

Access forms • Complete forms • Acknowledge forms • View completed 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.