TalentEd Perform | Getting Started
Pleasant Hill School District

What is TalentEd Perform?

TalentEd Perform is a cloud-based software solution which allows school districts to centrally create, store, and access documents related to professional growth and evaluation processes.

In short, it houses the tasks related to your annual evaluation cycle.

Signing In to Perform – Key Details

Website: https://pleasanthillor.tedk12.com/perform/

Username: Your work email address *(e.g., testuser@pleasanthill.k12.or.us)*

Password: For your first time accessing the system, please click the "Forgot your password?" link on the sign-in page and follow the on-screen instructions.



Common Questions

Q: Do I need to be at work to access TalentEd Perform?

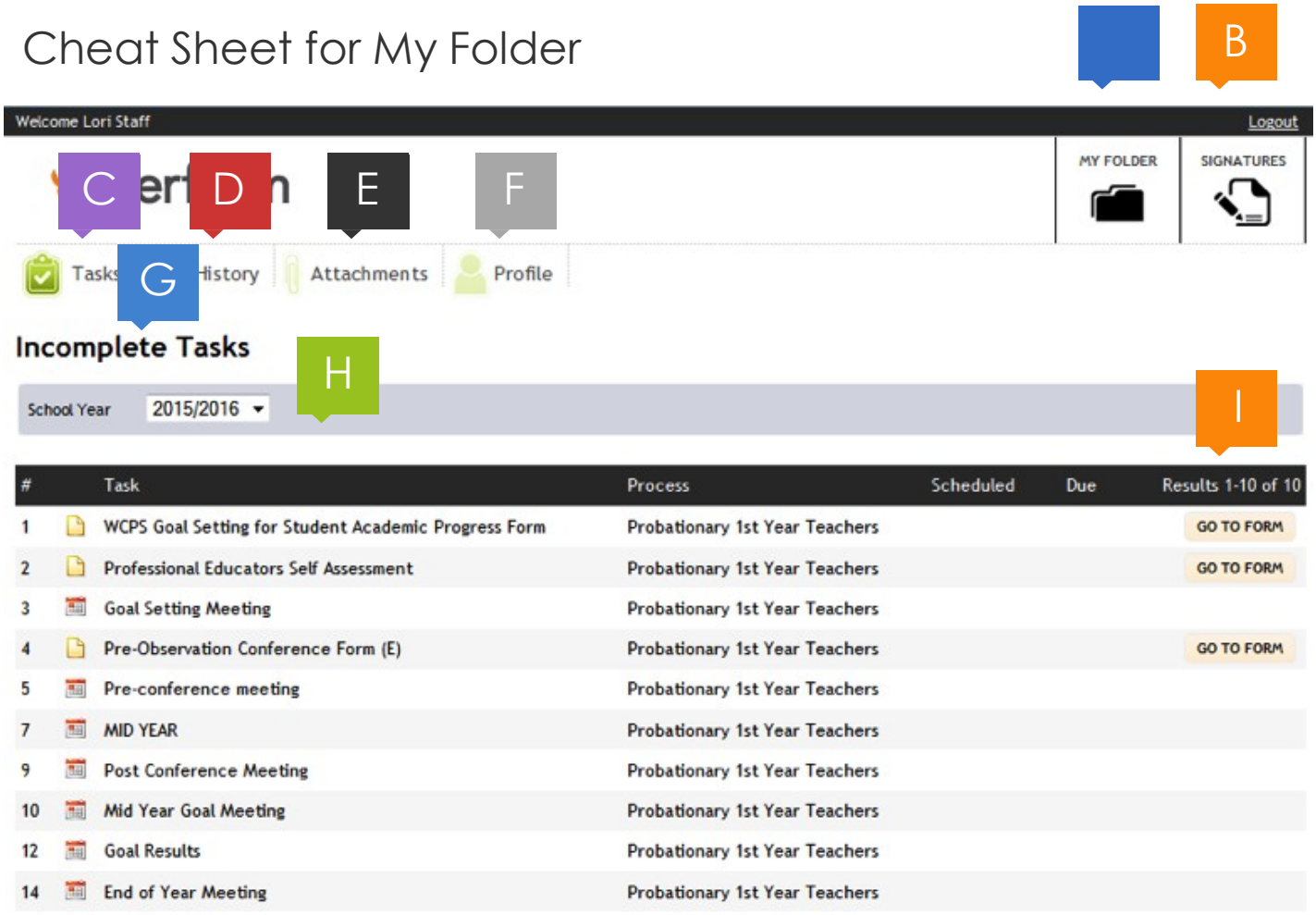
A: No! TalentEd Perform can be accessed from almost any device which has access to the internet. This includes mobile phones, tablets, and home computers.

Q: Who can see my observations/evaluations in TalentEd Perform?

A: Access to your observations and evaluations in Perform is restricted for your security and privacy. These documents and forms, including forms from prior years, are available to you, your supervisor(s), and a small number of Human Resources staff tasked with administering the evaluation cycle on behalf of your district.

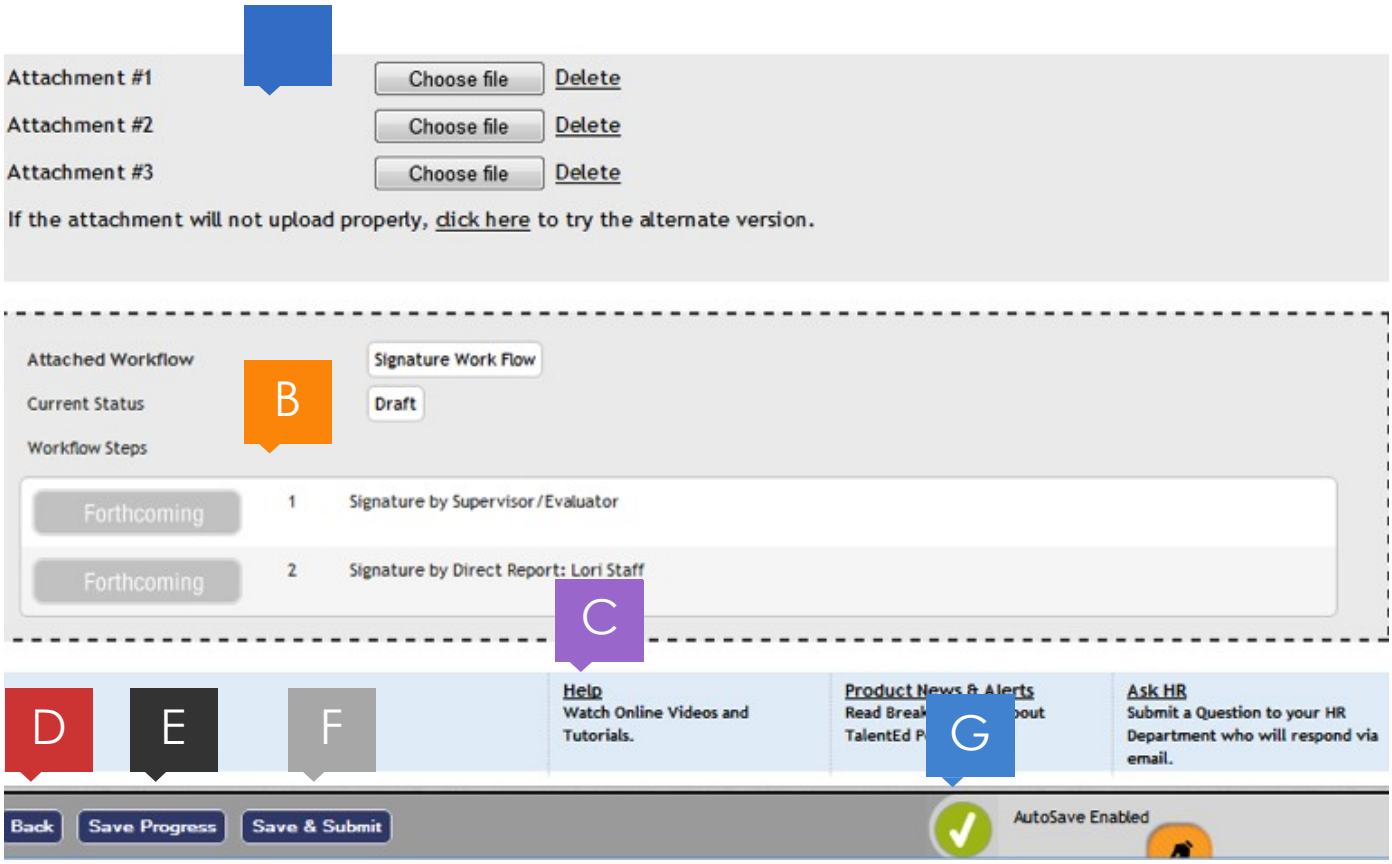
TalentEd Perform
by PeopleAdmin

Cheat Sheet for My Folder



A. **My Folder** button: Manage your evaluation tasks from here.
B. **Signatures** button: Electronically Sign, Approve, or Review forms .
C. **Tasks**: When in My Folder, lets you review the tasks assigned to you that have yet to be completed.
D. **History**: Review your completed tasks and forms.
E. **Attachments**: Supervisors can share documents with you via this tool.
F. **Profile**: Update your password (if enabled).
G. **Incomplete Tasks** view: List of tasks that are assigned to you, or in which you will take part (such as meetings). When the task is complete, it disappears from this list and moves to your History tab.
H. **School Year**: If you have outstanding tasks in a previous school year, you can view them by changing this drop-down box.
I. **Go To Form** button: Click this button to open and complete the form.

Cheat Sheet for Working with Forms



A. **Attachments**: Up to 3 separate attachments can be added per form.

B. **Workflow**: Forms that include Workflow show the **signature**, **approval,** or **review** steps that must be completed once the form is submitted.

C. **Help**: FAQ, Support topics and videos related to the TalentEd Perform system.

D. **Back** button: Go back to the previous page.

E. **Save Progress** button: Save what you've done on the form. Does not check if required fields have been completed.

F. **Save & Submit** button: Saves the form, locks it from further edits, and begins the Workflow as defined at the bottom of the form (see item B).

G. **Save/AutoSave** status: AutoSave occurs every 2-5 minutes and begins as soon as any change is made to the form.

Cheat Sheet for Signatures & Approvals



A. **Signatures** button: Signatures, Approvals, or Review forms. Red star will appear on the button when you have items assigned to you waiting in the Signature area.
B. **View and Sign** button: This button changes depending on whether you are Signing, Approving or Reviewing a form, but you always click it to view the completed form, then scroll to the bottom to complete the assigned step.