

APT Evaluation

Assigning Evaluators

Assigning Evaluators – Step 1

The department manager or building principal is assigned as the evaluation account manager for all department/building staff by default. Assigning evaluators to all APT staff is an initial set-up responsibility and must be completed by September 31st.

- Step 1 – Evaluation account manager will login to the Online Evaluation Management System.
 1. Select APT staff to be assigned to an evaluator (multiple employees may be selected at one time for the same evaluator).
 2. At the “Select Evals” box, select “Assign” and click on “Go”.
- When the new window opens, proceed to Step 2.

Assigning Evaluators – Step 2

- Step 2 – When the new window opens, type in the evaluator name using the (last name_first name) format in the appropriate box.
 - APT staff may have optional intermediate and final reviewers in departments or buildings where multiple layers of supervisors exist.
- Select “Submit” once the evaluator names are entered.
 - Once submitted, the employee will receive an email indicating they may access the Online Evaluation Management System to complete the Self-Evaluation process.
- Repeat for each employee.
- See screenshots on following slide.

Assigning Evaluators — by September 15

Step 1

Personal Evaluations of (evaluator name)

Show entries

Eval Period	Status	Position	Department	Assigned To	Action
FY1819	Not Started	(position title) (APT)	(department name)	(evaluator)	

Showing 1 to 1 of 1 entries

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Staff Evaluations by (evaluator name)

Showing evaluations for: Selected Evals ☒ Acknowledge **Select Assign then Go**

Show entries

Type	Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
<input type="checkbox"/>	(employee name)		Classified Spe...	(position title)	Not Started	You		Start
<input checked="" type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		Start
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		Start
<input checked="" type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		Start
<input checked="" type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		Start
<input checked="" type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		Start
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		Start
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		Start
<input type="checkbox"/>	(employee name)		Classified Spe...	(position title)	Not Started	You		Start
<input checked="" type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		Start

Showing 11 to 20 of 38 entries

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Step 2

Assign Evaluations

Only evaluations that have the status "Not Started" can be assigned from here.

For all eval types:

Enter Evaluator Name

If assigning Certified evals:

Supervisor of evaluator (required):

If assigning Classified/APT evals:

First Reviewer (optional):

Final reviewer (optional):