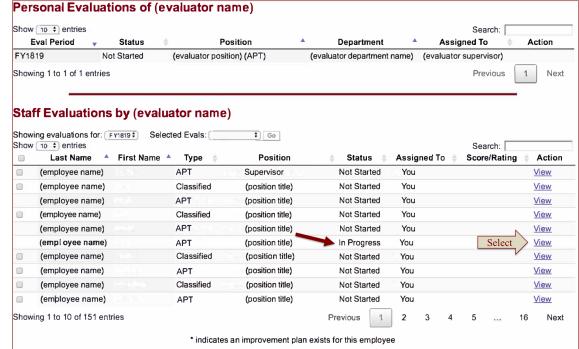
APT Evaluation

Evaluation Report & Meeting

Evaluation Report

- Evaluators must complete an
 Evaluation Report and share it with the
 APT employee during a meeting prior
 to the end of the employee contract
 year.
 - Evaluation Reports are prepare and submitted to the employee in the Online Evaluation Management System.
- After login to the Online Evaluation
 Management System, Select "View" in
 the "Staff Evaluations by (evaluator
 name) section for employees with a
 status of "In Progress".



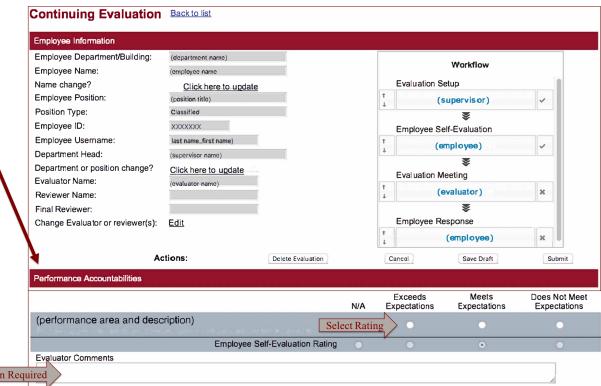
Evaluation Report (continued)

- When the Continuing Evaluation page opens, scroll down past the Employee Information section to the Performance Accountabilities section.
- Rate each Performance Accountability area (12 total) using the following rating scale:
 - Exceeds Expectations
 - Meets Expectations
 - Does Not Meet Expectations

or

- N/A
- Evaluator comments are required for any rating exceeding or not meeting expectations.

 Add Comment





Evaluation Report (continued)

- After rating all Performance
 Accountability areas, scroll down
 to the Performance Summary to
 add evaluator final comments.
 - Prepare Improvement Plan for performance not meeting expectation
- Add comments on goals for the current year and set goal(s) for the upcoming year.
- Select "Submit" when the Evaluation Report is complete.
- Schedule and hold a meeting with employee to review the evaluation report.

