

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”.

Personal Evaluations of (evaluator name)

Show entries

Search:

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

Showing 1 to 1 of 1 entries

Previous Next

Staff Evaluations by (evaluator name)

Showing evaluations for: Selected Evals: Go

Show entries

Search:

<input type="checkbox"/>	Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
<input type="checkbox"/>	(employee name)		APT	Supervisor	Not Started	You		View
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		APT	(position title)	In Progress	You		View
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		View
<input type="checkbox"/>	(employee name)		APT	(position title)	Not Started	You		View

Showing 1 to 10 of 151 entries

Previous 2 3 4 5 ... 16 Next

* indicates an improvement plan exists for this employee

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.

Continuing Evaluation [Back to list](#)

Employee Information

Employee Department/Building:

Employee Name:

Name change? [Click here to update](#)

Employee Position:

Position Type:

Employee ID:

Employee Username:

Department Head:

Department or position change? [Click here to update](#)

Evaluator Name:

Reviewer Name:

Final Reviewer:

Change Evaluator or reviewer(s): [Edit](#)

Workflow

Evaluation Setup
 ☒

Employee Self-Evaluation
 ☒

Evaluation Meeting
 ☒

Employee Response
 ☒

Actions:

Performance Accountabilities

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
(performance area and description)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Evaluator Comments

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.

The screenshot shows a web form for an evaluation report. It is divided into three main sections, each with a dark red header bar. The first section is 'Performance Summary (please include all significant aspects of this evaluation period)'. It contains a text area for 'Employee Self-Evaluation Comments' and a larger text area below it. A yellow arrow points to the larger text area with the label 'Add Evaluator Final Comments'. The second section is 'Improvement Plan (for areas not meeting expectations)'. It contains a text area for 'Employee Self-Evaluation Comments' and a larger text area below it. A yellow arrow points to the larger text area with the label 'Add Evaluator Comments & Future Growth/Goals'. The third section is 'Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)'. It contains a text area for 'Employee Self-Evaluation Comments' and a larger text area below it. A yellow arrow points to the larger text area with the label 'Add Evaluator Comments & Future Growth/Goals'. At the bottom of the form, there is an 'Actions:' section with five buttons: 'Delete Evaluation', 'Cancel', 'Save Draft', 'Select', and 'Submit'. A yellow arrow points to the 'Select' button.

Performance Summary (please include all significant aspects of this evaluation period)

Employee Self-Evaluation Comments

Add Evaluator Final Comments

Improvement Plan (for areas not meeting expectations)

Create an improvement plan for this employee. Select for Improvement Plan

Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)

Employee Self-Evaluation Comments

Add Evaluator Comments & Future Growth/Goals

Actions: Delete Evaluation Cancel Save Draft Select Submit