

# Classified Evaluation

## Evaluation Report & Meeting



Human Resources

# Evaluation Report

- Evaluators must complete an Evaluation Report and share it with the classified 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

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

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**Staff Evaluations by (evaluator name)**

Showing evaluations for:  Selected Evals:

Show  entries

<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		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	In Progress	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>
<input type="checkbox"/>	(employee name)		Classified	(position title)	Not Started	You		<a href="#">View</a>

Showing 1 to 10 of 151 entries

Previous     ...  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 (15 total) using the following rating scale:
  - Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectations
- Evaluator comments are required for any rating exceeding or not meeting expectations. Add Comments when Required

## Continuing Evaluation [Back to list](#)

### Employee Information

Employee Department/Building: (department name)

Employee Name: (employee name)

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

Employee Position: (position title)

Position Type: Classified

Employee ID: XXXXXXXX

Employee Username: last name\_first name

Department Head: (supervisor name)

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

Evaluator Name: (evaluator name)

Reviewer Name:

Final Reviewer:

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

### Workflow

Evaluation Setup

↑ ↓ (supervisor) ✓

Employee Self-Evaluation

↑ ↓ (employee) ✓

Evaluation Meeting

↑ ↓ (evaluator) ✕

Employee Response

↑ ↓ (employee) ✕

**Actions:** [Delete Evaluation](#) [Cancel](#) [Save Draft](#) [Submit](#)

### Performance Accountabilities

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
(performance accommodation name and description)	<span>Select Rating</span>		
Employee Self-Evaluation Rating			

Evaluator Comments Add Comments when Required

# 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 red header bar. The first section, 'Performance Summary (please include all significant aspects of this evaluation period)', contains a text area for 'Employee Self-Evaluation Comments' and a larger text area below it with a red arrow pointing left and the text 'Add Evaluator Final Comments'. The second section, 'Improvement Plan (for areas not meeting expectations)', has a red header bar and a text area with the text 'Create an improvement plan for this employee.' and a red arrow pointing left with the text 'Select for Improvement Plan'. The third section, 'Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)', also has a red header bar and a text area for 'Employee Self-Evaluation Comments' and a larger text area below it with a red arrow pointing left and the text 'Add Evaluator Comments & Future Growth/Goals'. At the bottom, there is an 'Actions:' section with buttons for 'Delete Evaluation', 'Cancel', 'Save Draft', 'Select' (highlighted with a red arrow pointing right), and 'Submit'.

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