Login Process for Evaluators and Administrators



Human Resources

Login Process – Evaluators and Administrators

All staff access to the Online Evaluation Management System

- Direct Link: <u>https://workflow.stvrain.k12.co.us/Employee-Evaluations/</u>
- Or access system by following these steps:
 - Go to <u>http://www.svvsd.org/</u>
 - On the right side under "Employees" select "Human Resources"
 - On the right side under "Quick Links" select "Evaluations"
 - Under Administrative Evaluations select "Login page for Online Evaluation Management System"
 - Select "Employee Login" (see screen shot on next slide)
 - Enter your SVVSD User Name and Password



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The Evaluation is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve employees' job performance, skill, and expertise through a systematic and constructive evaluation system which:

- · Provides an opportunity for the supervisor and the employee to mutually develop performance goals.
- Helps the supervisor in determining areas for improvement and assist in correcting deficiencies.

The immediate supervisor of the employee is the primary evaluator. For school-based staff, when the primary evaluator is not the principal, the supervisor must consult with or inform the principal on all evaluations.

Questions? Contact Human Resources

