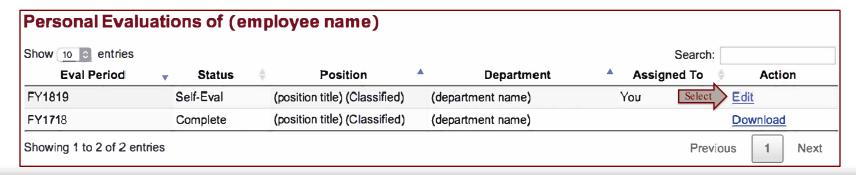
## Classified Evaluation Employee Self-Evaluation

## Self-Evaluation

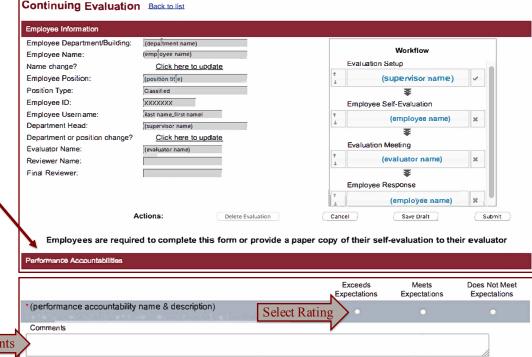
- Classified employees must complete a Self-Evaluation and submit a copy to their evaluator by December 31.
  - Self-evaluation are to be completed and submitted in the Online Evaluation Management System.
    - With evaluator approval, an optional paper copy of the Self-Evaluation may be completed submitted in lieu of using the Online Evaluation Management System. The form is available at the following link:
      - https://workflow.stvrain.k12.co.us/Employee-Evaluations/blank classified form.pdf
- After login to the Online Evaluation Management System, Select "Edit" in the "Personal Evaluation of (employee name) section.



## Self-Evaluation (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

Expectations Expectations (performance accountability name & description) Select Rating Comments Add "Optional" Employee Comments



## Self-Evaluation (continued)

- After rating all Performance Accountability areas, scroll down to the Performance Summary and Growth/Goals sections to add comments.
- Select "Submit" when the Self-Evaluation is complete.

