

# 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](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.

Personal Evaluations of (employee name)						
Show 10 entries		Search: <input type="text"/>				
Eval Period	Status	Position	Department	Assigned To	Action	
FY1819	Self-Eval	(position title) (Classified)	(department name)	You	Select	<a href="#">Edit</a>
FY1718	Complete	(position title) (Classified)	(department name)			<a href="#">Download</a>
Showing 1 to 2 of 2 entries				Previous	1	Next

# 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

The screenshot shows the 'Continuing Evaluation' form. The 'Employee Information' section includes fields for Employee Department/Building, Employee Name, Name change?, Employee Position, Position Type, Employee ID, Employee Username, Department Head, Department or position change?, Evaluator Name, Reviewer Name, and Final Reviewer. The 'Workflow' section shows a sequence of steps: Evaluation Setup (with supervisor name), Employee Self-Evaluation (with employee name), Evaluation Meeting (with evaluator name), and Employee Response (with employee name). Below the workflow are buttons for 'Delete Evaluation', 'Cancel', 'Save Draft', and 'Submit'. A red arrow points from the text 'Employees are required to complete this form or provide a paper copy of their self-evaluation to their evaluator' to the 'Performance Accountabilities' section. This section has a table with three columns: 'Exceeds Expectations', 'Meets Expectations', and 'Does Not Meet Expectations'. A red arrow labeled 'Select Rating' points to the 'Meets Expectations' column. Below the table is a 'Comments' field. A red arrow labeled 'Add "Optional" Employee Comments' points to the 'Comments' field.

**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:

**Workflow**

Evaluation Setup  
↓   
Employee Self-Evaluation  
↓   
Evaluation Meeting  
↓   
Employee Response  
↓

**Actions:**

Employees are required to complete this form or provide a paper copy of their self-evaluation to their evaluator

**Performance Accountabilities**

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
* (performance accountability name & description)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments	<input type="text"/>		

**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.

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

Add Comments

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

Add Comments

Actions:

Select