The Classified Evaluation System

I. **Overview**
II. **Task 1 – Evaluator starts the Evaluation Assessment Form**
III. **Task 2 – Evaluator meets with the employee and completes Evaluation Assessment Form**
IV. **Task 3 – Employee completes the Employee Signature/Acknowledgement Form**
V. **Task 4 – Evaluator completes the Evaluator Signature/Acknowledgement Form**
VI. **Classified Evaluation Report**

I. Overview

The Classified Evaluation System has been moved from JPLS to Skyward. Evaluators and employees will use Skyward Employee Access. Employees will no longer be required to do a self-evaluation. The classified evaluation process requires the completion of four tasks. As each task is completed, the evaluator and employee will receive an email. The evaluation process is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

- Task 1 – Evaluator starts the Evaluation Assessment Form.
- Task 2 – Evaluator meets with the employee and completes the Evaluation Assessment Form.
- Task 3 – Employee completes the Employee Signature/Acknowledgment Form.
- Task 4 – Evaluator completes the Evaluator Signature/Acknowledgment Form.

Each task has four steps.

- Step 1 – Review or complete a form.
- Step 2 – Review or add notes. Notes are included in emails.
- Step 3 – Review or add attachments.
- Step 4 – Choose the next task.

Note: The first task has an additional step where the employee being evaluated is selected.

Employees can view all of their evaluations in Skyward Employee Access. Schools and departments can run a "Classified Evaluation Report" containing a list of employees with their most recent evaluation and their current year evaluation status. For questions, contact the Information Systems Help Desk at 801-567-8737.
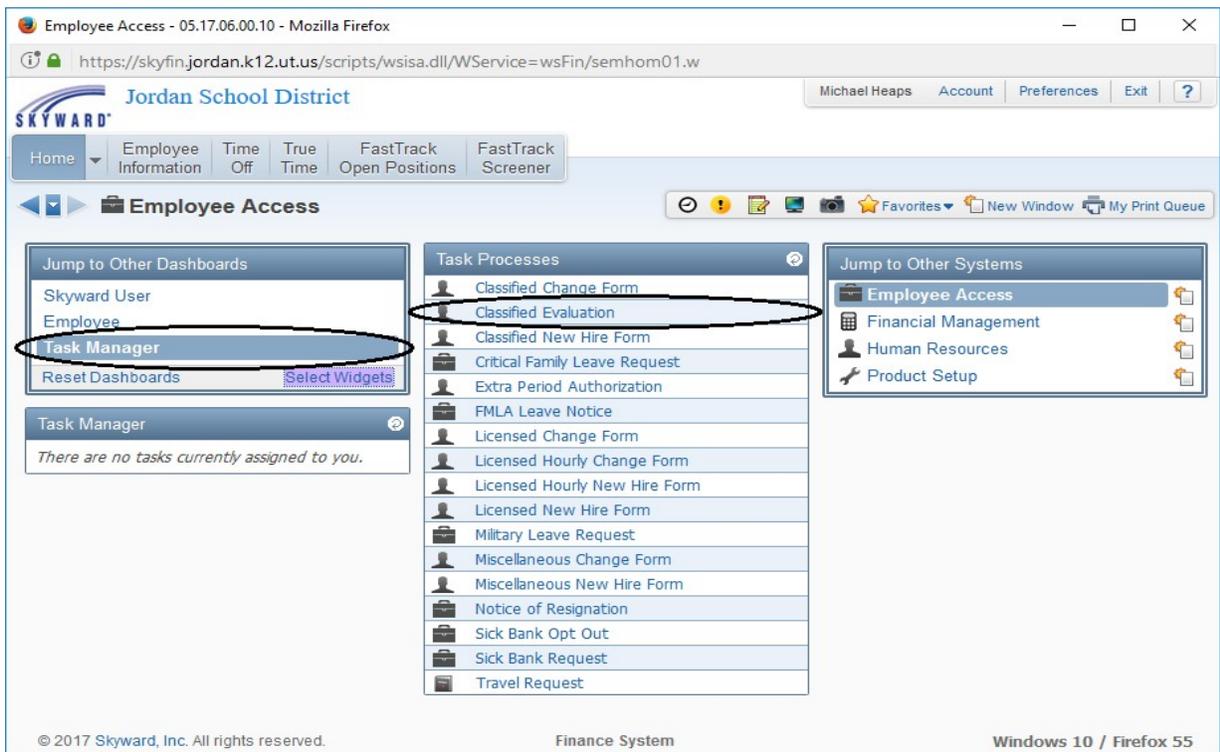
The Classified Evaluation System

II. Task 1 – Evaluator starts the Evaluation Assessment Form

The evaluator will log in to Skyward Employee Access at https://skyfin.jordan.k12.ut.us
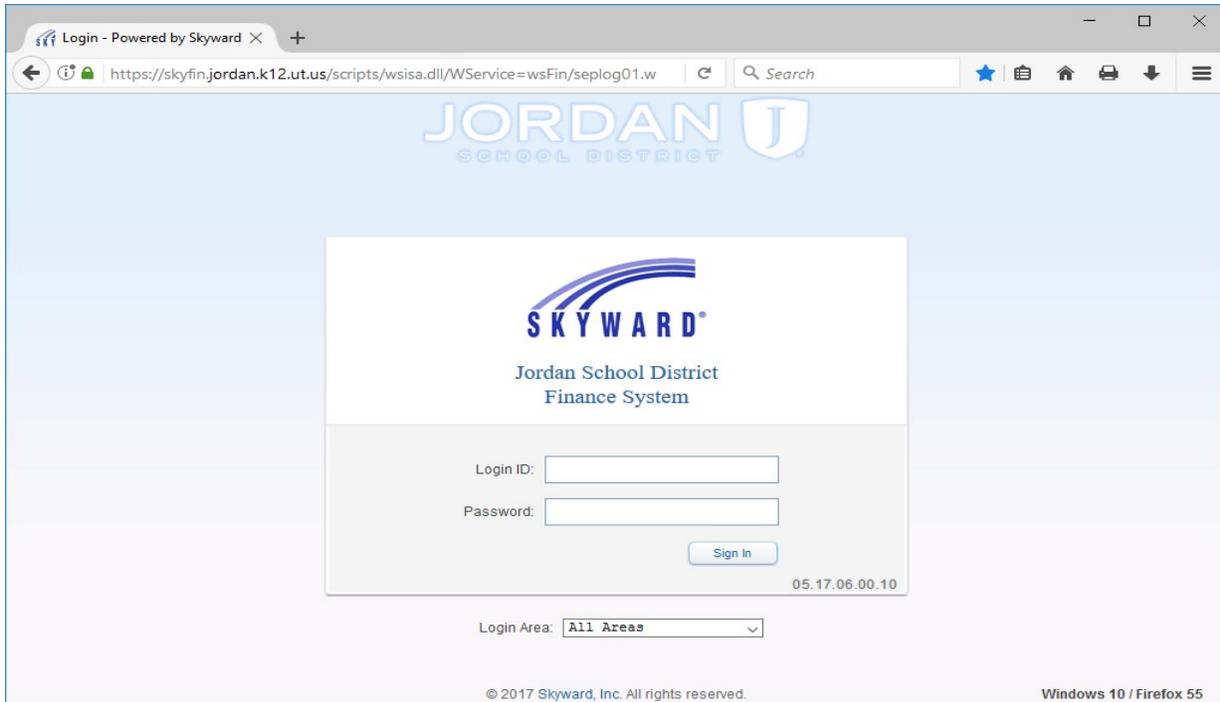
To view the "Task Processes" section, click the "Task Manager" link in the "Jump to Other Dashboards" section. To start Task 1, click the "Classified Evaluation" link in the "Task Processes" section.
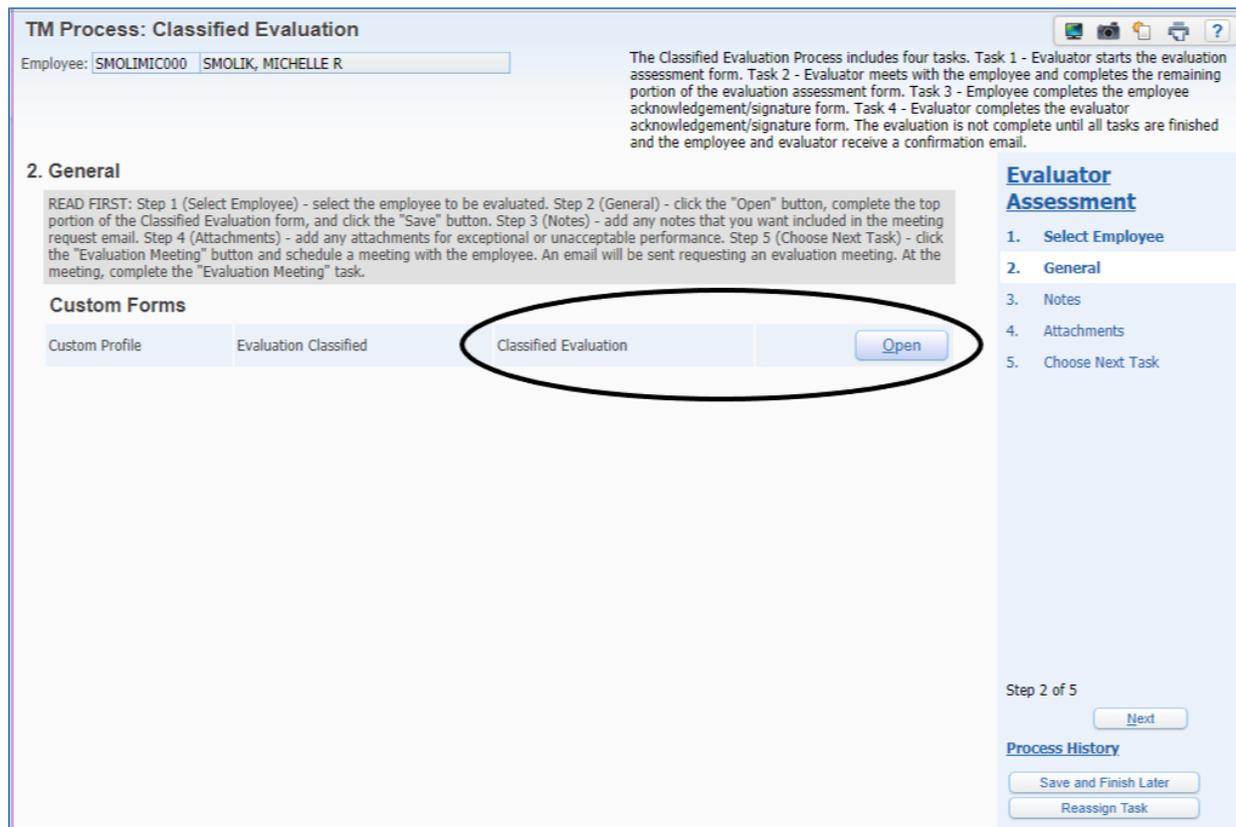
The Classified Evaluation System

On step 1, enter the first five characters of the employee's last name in the "Employee" field and select the employee from the list. To move to the next step, click the "Next" button.
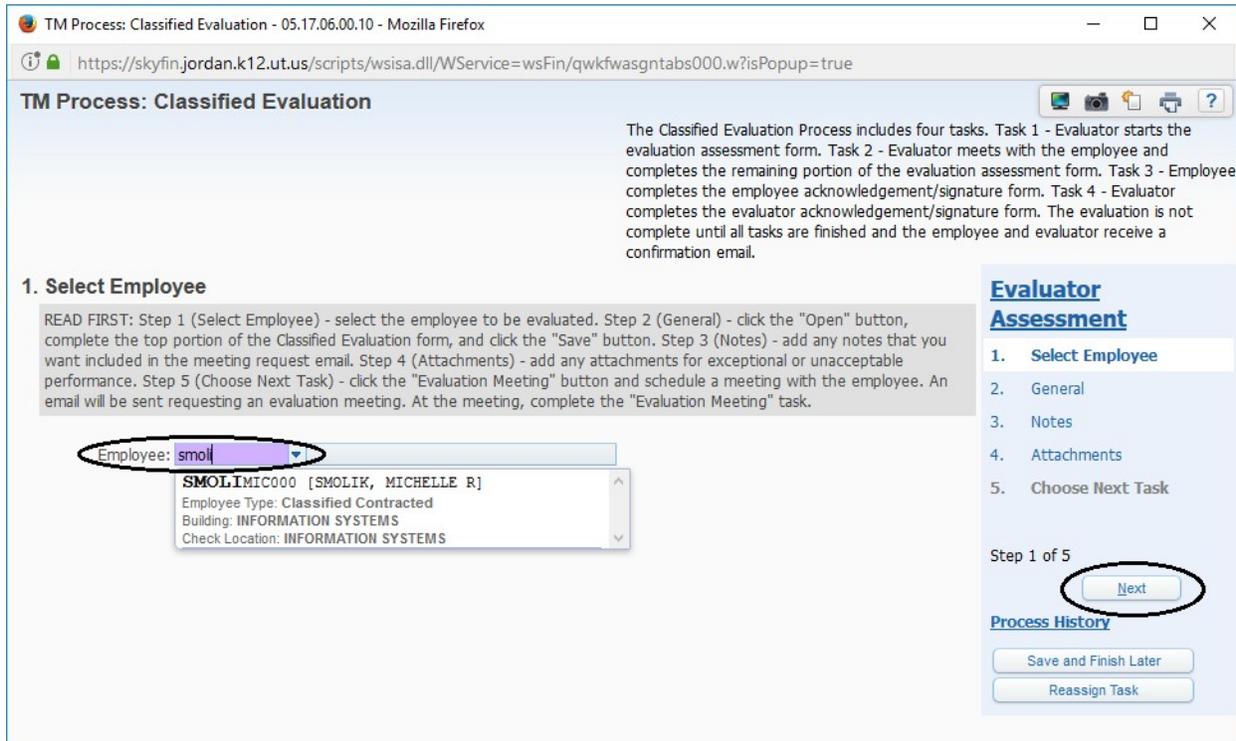
On step 2, open the Classified Evaluation Form by clicking the "Open" button.

The Classified Evaluation System

On the Classified Evaluation Form, complete the "Performance Areas", "Documentation" and "Recommended Status" sections. When finished, click the "Save" button.
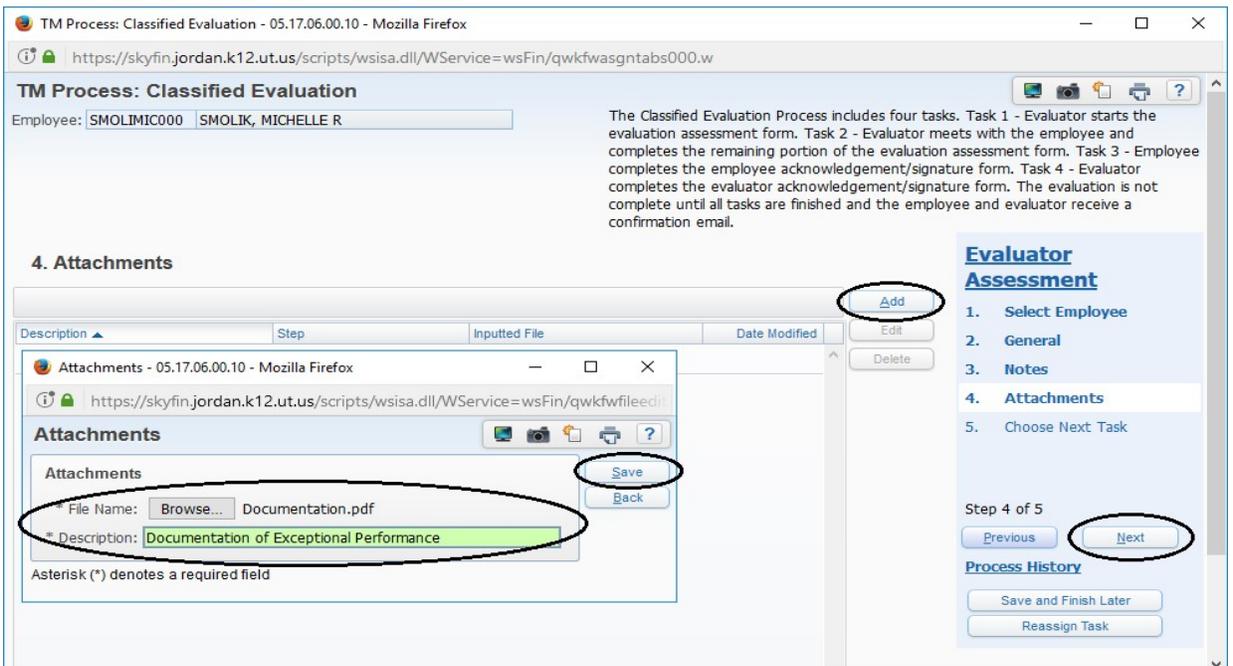
The Classified Evaluation System

On step 3, add notes by clicking the "Add" button. Enter notes in the "Your Notes" box and click the "Save" button. The notes will appear in the emails that are sent to the evaluator and employee at the end of each task. To move to step 4, click the "Next" button.
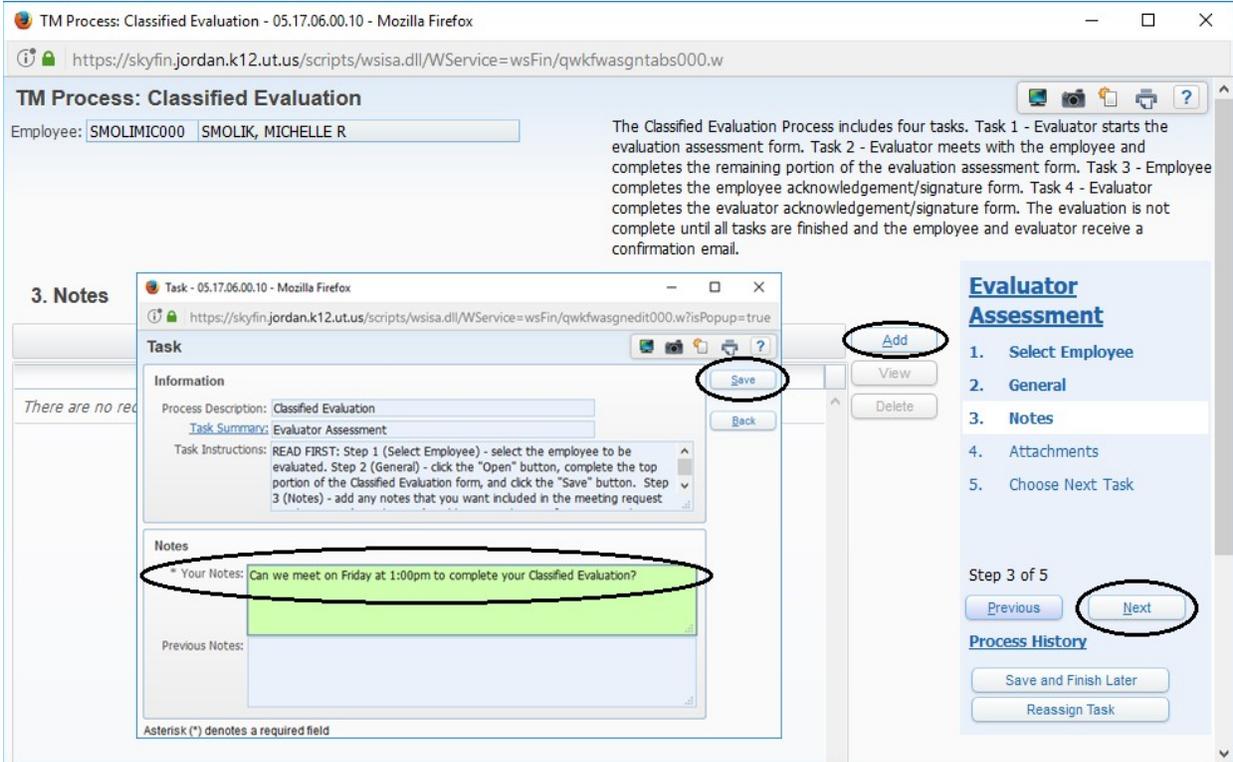
On step 4, add attachments by clicking the "Add" button. Click the "Browse" button and select the file. Enter a description in the "Description" box and click the "Save" button. To move to step 5, click the "Next" button.

The Classified Evaluation System

On step 5, click the "Evaluation Meeting" button. This completes Task 1. An email will be sent to the employee and evaluator requesting a meeting.

Sample Email

noreply@jordandistrict.org   michael.heaps@jordandistrict.org

Classified Evaluation - Request for Meeting MICHELLE R SMOLIK

MICHAEL S HEAPS has started the Classified Evaluation process for MICHELLE R SMOLIK. A meeting is requested to review the Classified Evaluation Assessment form.

Notes: >>> Can we meet on Friday at 1:00pm to complete your Classified Evaluation?

Evaluation Status:
Task 1 (COMPLETE) Evaluator Assessment - Evaluator starts the evaluation assessment form.
Task 2 (IN-PROGRESS) Evaluation Meeting - Evaluator meets with the employee and completes the evaluation assessment form.
Task 3 (INCOMPLETE) Employee Acknowledgement - Employee completes the employee acknowledgement/signature form.
Task 4 (INCOMPLETE) Evaluator Acknowledgement - Evaluator completes the evaluator acknowledgement/signature form.

The evaluation process is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

Evaluator Instructions:
1.   At the evaluation meeting, login to the Skyward Finance System.
2.   Click the "Task Manager" link found in the "Jump to Other Dashboards" section.
3.   Click the "Evaluation Meeting" link found in the "Task Manager" section.
4.   Follow the online instructions.

The Classified Evaluation System

III.   Task 2 – Evaluator meets with the employee and completes Evaluation Assessment Form

While meeting with the employee, the evaluator will log in to Skyward Employee Access at
https://skyfin.jordan.k12.ut.us

To start Task 2, click the "Evaluation Meeting" link in the "Task Manager" section.
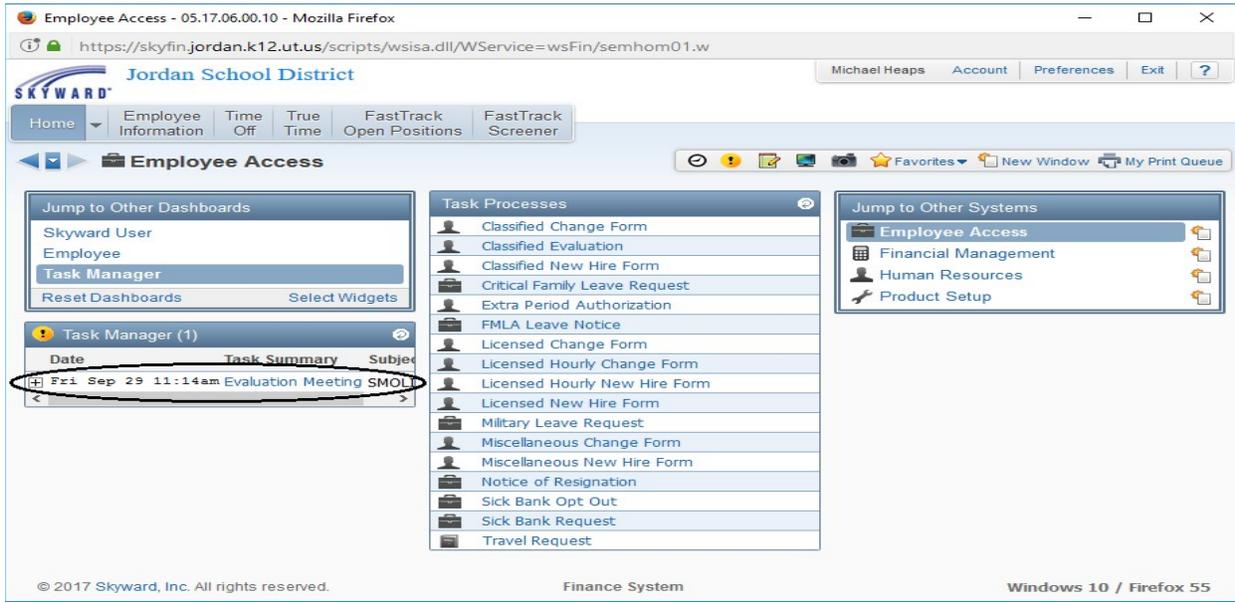
On step 1, open the Classified Evaluation Form by clicking the "Open" button.

On the Classified Evaluation Form, complete the "Professional Development" section. When finished, click the "Save" or "Save and Print" button.

To move to step 2, click the "Next" button.

To move to step 3, click the "Next" button.

On step 3, view attachments by clicking the attachment description.
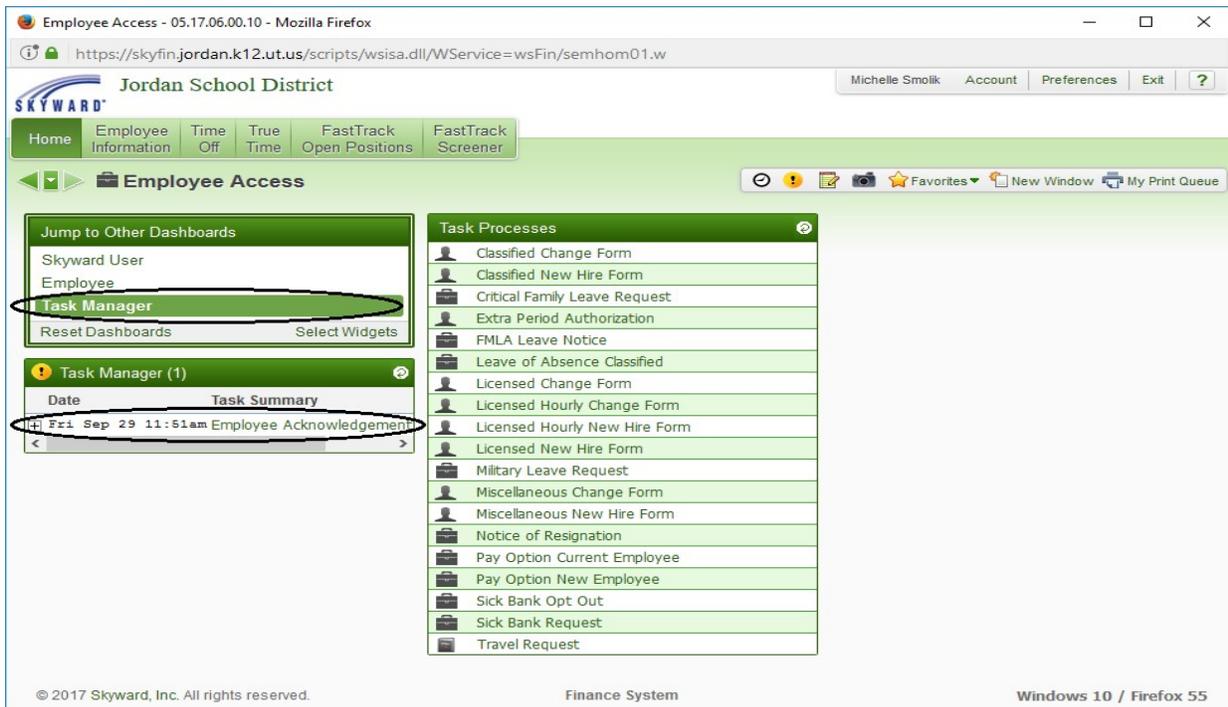
To move to step 4, click the "Next" button.

On step 4, click the "Employee Acknowledgement" button. This completes Task 2.

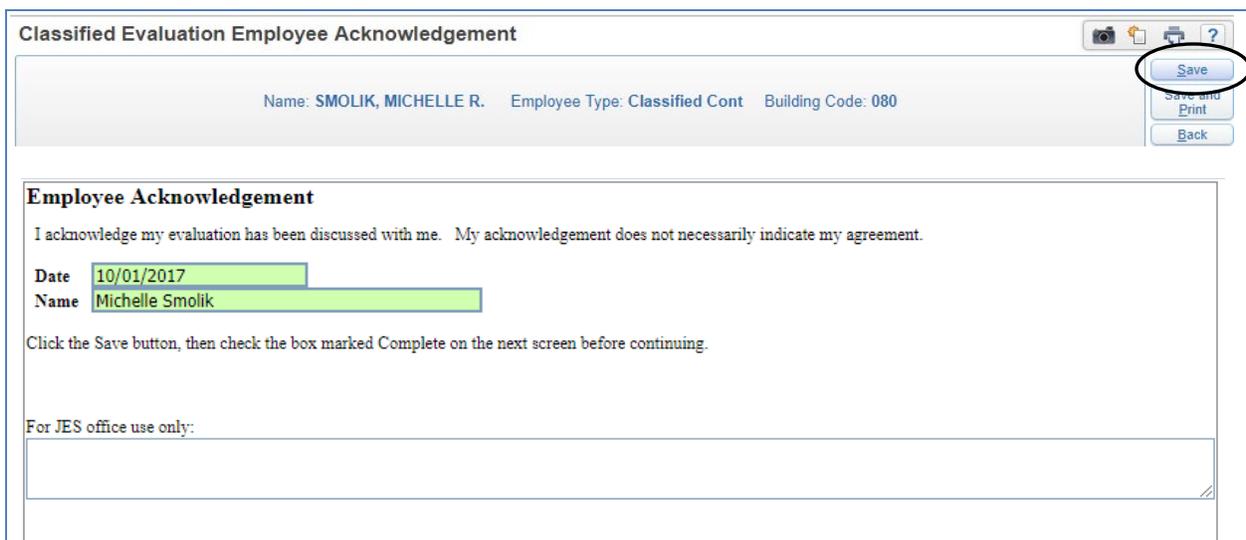# The Classified Evaluation System

IV. Task 3 – Employee completes the Employee Signature/Acknowledgement Form

While meeting with the employee, the <u>employee</u> will log in to Skyward Employee Access at
https://skyfin.jordan.k12.ut.us

To view the "Task Manager" section, click the "Task Manager" link in the "Jump to Other Dashboards" section. To start Task 3, click the "Employee Acknowledgement" link in the "Task Manager" section.

On step 1, open the Classified Evaluation Employee Acknowledgement Form by clicking the "Open" button.

Employee enters today's date and their name. When finished, click the "Save" button.

The Classified Evaluation System

Check the "Completed" box. To move to step 2, click the "Next" button.

To move to step 3, click the "Next" button.

To move to step 4, click the "Next" button.

On step 4, click the "Evaluator Acknowledgement" button. This completes Task 3.

The Classified Evaluation System

V.   Task 4 – Evaluator completes the Evaluator Signature/Acknowledgement Form

While meeting with the employee, the evaluator will log in to Skyward Employee Access at https://skyfin.jordan.k12.ut.us

To start Task 4, click the "Evaluator Acknowledgement" link in the "Task Manager" section.
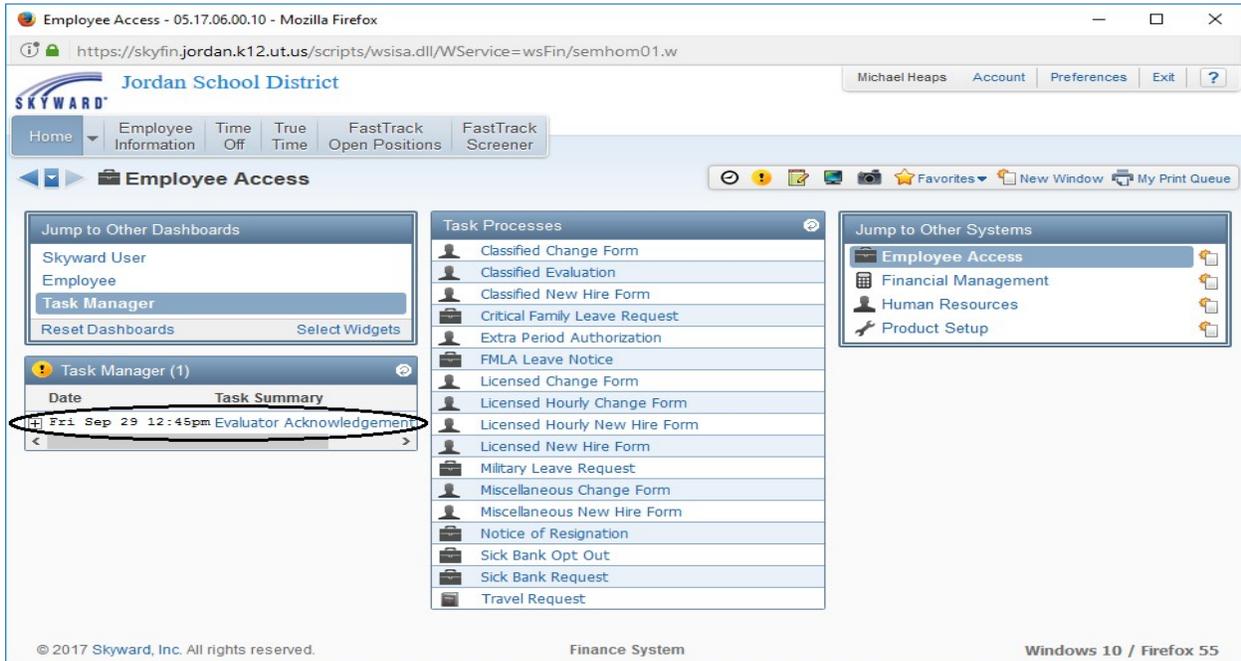
On step 1, open the Classified Evaluation Evaluator Acknowledgement Form by clicking the "Open" button. Evaluator enters today's date and their name. When finished, click the "Save" button.
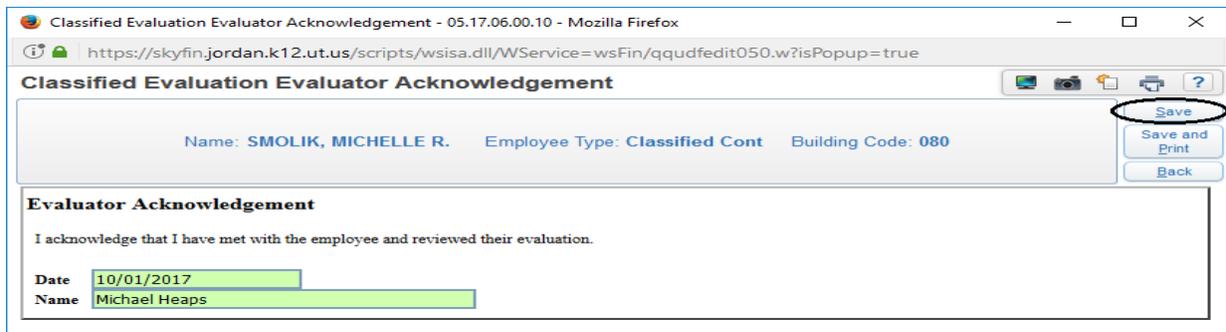
Check the "Completed" box. To move to step 2, click the "Next" button.

To move to step 3, click the "Next" button.

To move to step 4, click the "Next" button.

On step 4, click the "Finish Evaluation" button. This completes Task 4. A confirmation email will be sent to the employee and evaluator. Employees can view all of their completed evaluations in Skyward Employee Access under "Employee Information", "Personal Information" and "Custom Forms".
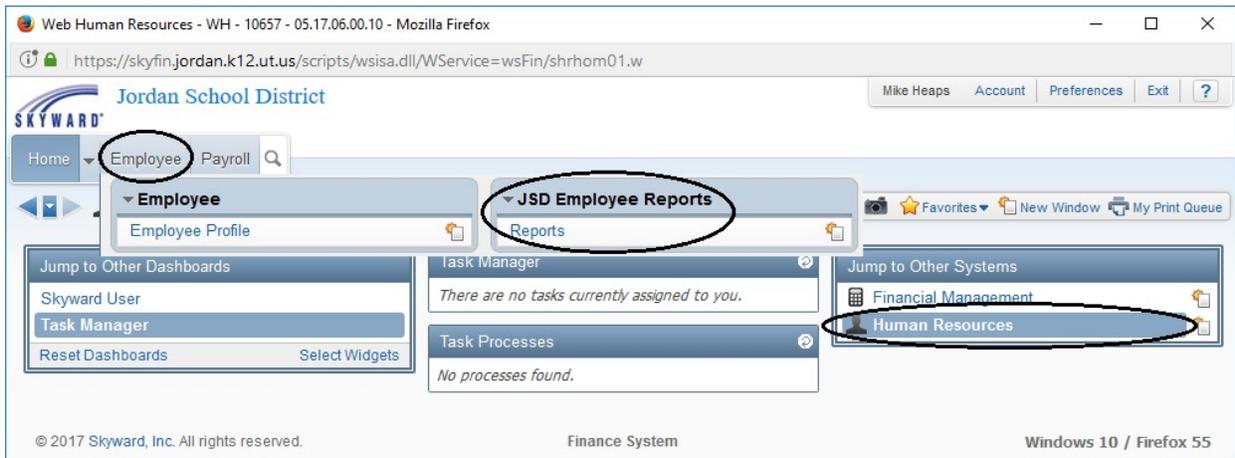
The Classified Evaluation System

VI.   Classified Evaluation Report

Schools and departments can run a "Classified Evaluation Report" containing a list of employees with their most recent evaluation and their current year evaluation status. The head secretary or administrator will log in to Skyward Employee Access at https://skyfin.jordan.k12.ut.us
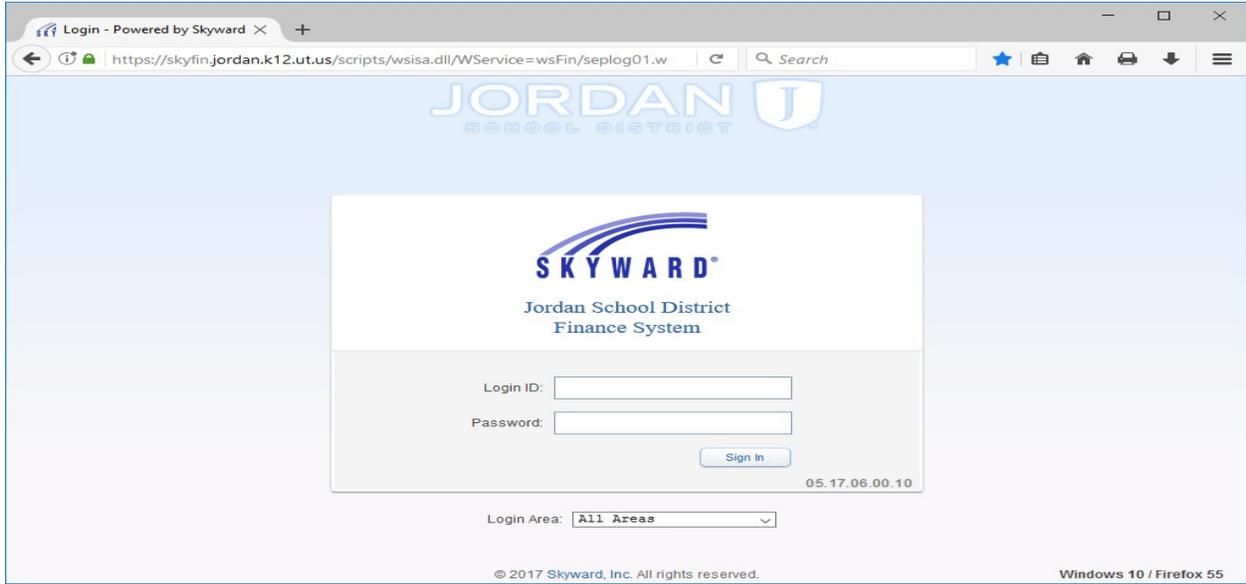
In the "Human Resources" system, click the "Reports" link in the "JSD Employee Reports" section and select the "Classified Evaluations Report".

The report contains a list of employees with their most recent evaluation and their current year evaluation status.