Instructions
Non-Licensed Administrative/Professional Technical Employee Performance Evaluation
Confidential

Begin at http://www.aps.k12.co.us/hr/hrevals.html.

Under the Non-Licensed Administrative/Professional Technical heading click on "Begin a new evaluation."

Step 1: General Information
Enter general information in fields, pick items from menus
(* indicates Required Field.)

* Supervisor/Evaluator's Full Name:

Enter full name of supervisor as you wish it to be printed on the final evaluation. Note: This full name will be used to access this evaluation for future additions, changes and printing of complete evaluation. Please remember how it is entered.

* Supervisor/Evaluator's Password:

Set a password for this specific evaluation. (You many enter any password you wish to use at this point.) This password will be used to access this evaluation for future additions, changes and printing of complete evaluation. Please remember the specific password for this evaluation.

Enter as much information has you have. You can return to change or complete information at any time. The employee ID# is the number in the Oracle system. It can be found on the back of the ID badge.

Click the "Submit General Information" button to submit new information or save any changes made.

Note: After adding or changing information, always use the gray button at the bottom of the form to submit and save that information. If you have not made any changes on a page, you can close it safely.

Verify or Edit Step 1:
Verify General Information. (Correct if needed.) Click "Finalize General Information" button.

Review Step 1:
Review General Information. To print planning sheet for employee, see instructions below.

Note: From this screen forward, you can return to a previous step.

(To return to a previous step, <u>click here</u>, enter name and password, find this evaluation and enter at desired step.)

<u>Click here</u> and print the resulting page as a planning sheet for the person being evaluated. The planning sheet will display the job duties, the human relations, the professional development and the leadership performance standards. It will NOT display any ratings or summary comments, even if they have been entered. You may use the Back button on your browser to return to this page after printing the planning sheet.
This planning sheet can be used at a pre-conference planning meeting and/or given to the employee so that they will understand what their evaluation will involve.

If ready to enter ratings, click <u>Go to Next Step</u> to proceed with the evaluation. All the data you are viewing on this page has already been saved. You may safely close this window to exit.

Step 2: Ratings
Enter/Edit Ratings in Sections I, II, III and IV below. Change as needed

Click "Verify Ratings" button.

At this point the system will check your evaluation and guide you to completion of the ratings. In the following cases, you will be directed to complete the process:

1. *JOB DUTIES RATINGS MISSING:*
   You have not selected ratings for all of the job duties.
   Please return to the previous step and select ratings.

2. *HUMAN RELATIONS RATING MISSING:*
   You have not selected a rating for the HUMAN RELATIONS PERFORMANCE STANDARD:
   Please return to the previous step and select ratings.

3. *PROFESSIONAL DEVELOPMENT RATING MISSING:*
   You have not selected a rating for the PROFESSIONAL DEVELOPMENT PERFORMANCE STANDARD:

Please return to the previous step and select ratings.

4. *LEADERSHIP RATINGS MISSING:*
   You have not selected a rating for the LEADERSHIP PERFORMANCE STANDARD:
   Please return to the previous step and select ratings.

5. *REASONS WHY NOT APPLICABLE MISSING:*
   At least one Job Duty is designated "Not Applicable" .
   Please change the "Not Applicable" ratings
   or make a selection for the "Why n/a?" item
   for any Job Duty rating you wish to designate "Not Applicable."
   The possible choices for a job duty being rated "Not Applicable" are:

   - Not in position at time when job duty would be performed
   - Not assigned this duty by supervisor this year
   - No longer applies to this position

6. *CHECK THE CRITICAL-OR-NOT DETERMINATIONS:*
   NOTE: If any item is given a rating of "Rarely Meets or Does Not Meet" or "Inconsistently Meets" and determined to be critical to the performance of the job,
   the "Final Rating" will default to that rating.

   At least one item is rated "Rarely Meets or Does Not Meet" or "Inconsistently Meets" and the current choice for "Critical" is "yes."(The default choice is "yes.")

   You make a choice here. If you are not satisfied with the Final Rating, use the red button.
   To change ratings and critical-or-not determinations, [click here](#).

   You make a choice here. If you are satisfied with the Final Rating, use the green button.
   To accept the current Final Rating, Rarely Meets or Does Not Meet, and proceed to comments, [click here](#).

Once all of the checks are clear, you will be directed to verify the Final Rating.

To verify that you are ready to proceed and wish the Final Rating to equal "Consistently Meets,"
[click here.](#)

Goals are required for any evaluation with a Final Rating of Consistently Meets.

A Growth Plan is required for any evaluation with a Final Rating of Inconsistently Meets or Rarely Meets/Does Not Meet.

A Remediation Plan may be required or a demotion or termination may be possible for any evaluation with a Final Rating of Inconsistently Meets or Rarely Meets/Does Not Meet. Access the district Remediation Plan form at http://www.apsnet/hr/hrforms/AdminPTRemedPlan.doc.

(See Rubric on next page.)

Official Performance Evaluation Reports must be filed each year.
Distribution: Send the Performance Evaluation Report with the original
signatures to Human Resources. Retain a copy at the site and provide the
employee with a copy.

PERFORMANCE RUBRIC

Evaluation Standard	Definition	Next Steps	Salary
Consistently Meets (CM)	Weighted average of ratings is CM with no critical IMs and/or R/DNMs	Set Annual Goals For Next Year	Maximum percentage annual increase
Inconsistently Meets (IM)	Weighted average of ratings is IM or one or more critical IMs with no critical R/DNMs	Growth Plan, Remediation Plan, Demotion or Termination May Result	Mid-level percentage annual increase
Rarely Meets or Does Not Meet (R/DNM)	Weighted average of ratings is R/DNM or one or more critical R/DNMs	Growth Plan, Remediation Plan, Demotion or Termination May Result	No annual increase

Please Note: When determining the Final Rating, the Overall Job Duties
rating will be counted twice, as it covers a large portion of job-related tasks.

PERFORMANCE STANDARD

The level of proficiency which a Non-Licensed Administrative/Professional
Technical employee is expected to demonstrate on the performance
indicators in fulfillment of the district standards.

Consistently Meets	Inconsistently Meets	Rarely Meets or Does Not Meet	Not Applicable
Employee is consistent and effective in fulfilling the expectations.	Employee is inconsistent in fulfilling the expectations.	Employee is ineffective in fulfilling the expectations.	This criteria is not applicable to this employee.