

UNION COUNTY PUBLIC SCHOOLS
2021-2022 Goal-Setting and Completion Process Timelines
<https://www.ucps.k12.nc.us/Page/5888>

Timelines	Steps	Activity Description
By September 30, 2021	Step One Orientation and Training	<p>The supervisor provides training and orientation for the goal-setting and evaluation process in a virtual or face- to- face setting. The session includes at a minimum:</p> <ul style="list-style-type: none"> • Directions on how to access the Frontline Central UCPS Goal-Setting Form and evaluation portal <p><u>Frontline Central Orientation/Training Video</u></p> <p>https://central-help.frontlineeducation.com/hc/en-us/articles/115005872467-Getting-Started-for-Employees?</p> <p><u>My Forms Walkthrough</u></p> <p>https://central-help.frontlineeducation.com/hc/en-us/articles/360000593428--My-Forms-Walkthrough</p> <ul style="list-style-type: none"> • A copy of or access to a copy of the Classified Employee Evaluation standards and indicators • Timelines for the goal-setting and summary evaluation process. <p>Note: To access Frontline Central, copy and paste the following link into the Google Chrome web browser: https://login.frontlineeducation.com/sso/ucps</p>
By October 29, 2021	Step Two Initial Goal-Setting Process	<p>The employee reflects on his or her performance responsibilities and enters two goals in the Frontline Central UCPS Goal Setting Form for the supervisor’s approval.</p> <ul style="list-style-type: none"> • The two goals should be based on the standards of the evaluation instrument. • If the employee has received an overall rating of “developing” on his or her most recent summary evaluation, the supervisor should recommend performance goals as deemed appropriate.

<p>By February 25, 2022</p>	<p>Step Three Mid-Year Review of Goal-Setting Process</p>	<p>The employee enters an update on the progress toward meeting his or her goals.</p> <p>The supervisor reviews the employee's progress, provides feedback, and signs the goals.</p> <p>The supervisor also provides feedback on any other standards of the evaluation instrument as deemed appropriate for the work cycle.</p>
<p>By April 29, 2022</p>	<p>Step Four End-of Year Review of Goal- Setting Process</p>	<p>The employee enters an update on the progress toward meeting his or her goals.</p> <p>The supervisor reviews the employee's progress, provides feedback, and signs the goals.</p> <p>The supervisor also provides feedback on any other standards of the evaluation instrument as deemed appropriate for the work cycle.</p>
<p>By May 13, 2022 (10-month and 11-month employees)</p> <p>By June 27, 2022 (12-month employees)</p>	<p>Step Five End-of-Year Goal Completion Process</p> <p>Summary Evaluation</p>	<p>Upon completion of the goal-setting and completion process, the supervisor considers the quality of the employee's goal accomplishment as a component of his or her summary evaluation conference at the end of the year.</p> <p>The supervisor completes the Frontline Central <i>Classified Employee Performance Evaluation Instrument</i> and facilitates the process of obtaining input and signatures. He or she also assures that all components of the online system have a "Completed" status.</p>

Classified Employee Performance Standards and Indicators

Rating Scale

- (5) **Distinguished:** Consistently and significantly exceeded basic competence on standard(s) of performance.
- (4) **Accomplished:** Exceeded basic competence on standard(s) of performance most of the time.
- (3) **Proficient:** Demonstrated basic competence on standard(s) of performance.
- (2) **Developing:** Demonstrated adequate growth toward achieving competence during the period of performance, but did not demonstrate competence on standard(s) of performance. (Requires a comment by the evaluator)
- (1) **Not Demonstrated:** Did not demonstrate competence on or adequate growth toward achieving standard(s) of performance. (Requires a comment by the evaluator)

Standard 1: Attendance

- Arrives and leaves at scheduled times.
- Takes reasonable actions to assure that key responsibilities are covered during absences.
- Reports planned absences according to established guidelines.

Standard 2: Communication

- Ensures that important information is shared with the supervisor as appropriate.
- Uses appropriate language to express ideas, thoughts and/or concerns and does so with courtesy and respect.
- Informs supervisor about progress or delays with assigned tasks or projects.

Standard 3: Customer Service

- Responds to requests in a timely manner with a positive and respectful attitude.
- Uses knowledge and skills to assist with problem solving with the goal of improving customer service and satisfaction.

Standard 4: Ethics and Compliance

- Demonstrates a commitment to departmental goals and objectives.
- Accepts responsibility for errors made and takes appropriate actions to make corrections.
- Demonstrates respect for individuals from diverse groups and contributes to an environment in which coworkers and others feel valued and respected.
- Adheres to workplace regulations, standards and procedures.
- Complies with applicable confidentiality and privacy guidelines.

Standard 5: Knowledge of the Job

- Exhibits the ability and willingness to learn and apply new skills.
- Produces work that is consistently accurate and without errors.
- Participates in learning opportunities for continual development.
- Demonstrates technical skills and knowledge required for the job.

Standard 6: Organizing and Planning

- Remains on task to complete routine responsibilities within established work hours.
- Prioritizes tasks to meet work goals.
- Manages the workload to meet established timelines.

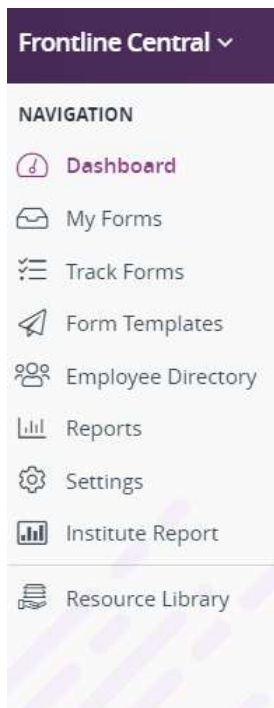
Sending the Frontline Central Goal-Setting Form to the Employee

Frontline **Employee** Link: <https://login.frontlineeducation.com/sso/ucps>

1. Click on the Frontline Employee link. The link should navigate to the screen below. Click on the Frontline Central portal from the three menu choices.



2. On the next page, click on the “Form Templates” link.



3. Scroll on the page to the 2021-2022 UCPS Employee Goal Setting Form template. Click the send button at the right of the template link.

2021-2022 Classified Employee Evaluation Form

ACTIVE

Send

Contracts | Workflow (3 Steps) | Modified 08/15/2021 @ 7:04 PM by Melanie Belk | PDF Overlay available

4. On the next page, scroll to the “DISTRIBUTION” window. Type the name of the employee(s) to whom you want to send the form. The window should recognize the employee’s name in a drop-down list for the sender to select.
5. Once you have selected all employees who should receive the form, click the “Send Form” button at the top right of the screen.

DISTRIBUTION

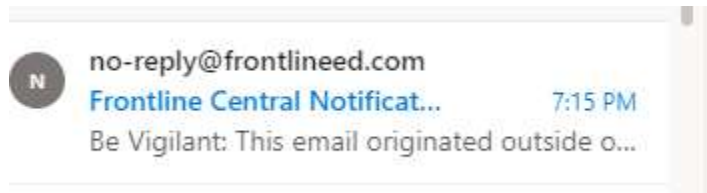
☒ Staff member(s) or group of staff members
☐ Contract group

"Who" the form is about; information from their staff record will auto-populate certain form fields.

Add a staff member by name

[Need to send to a group of staff members?](#)

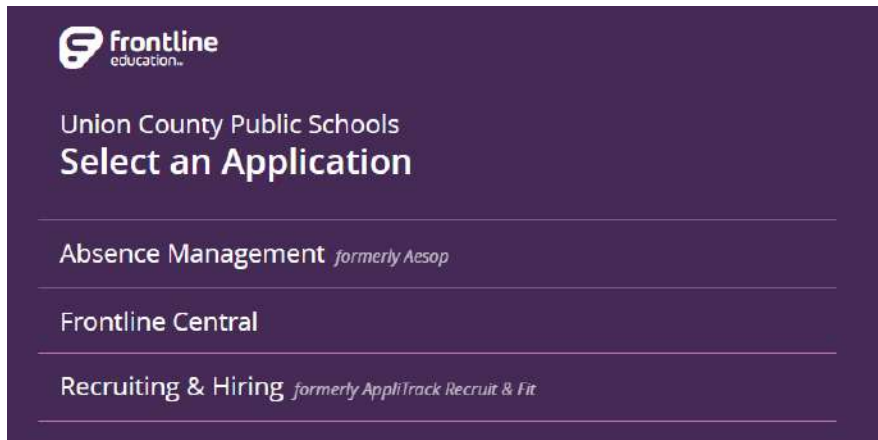
Note: A green “successful send” message will appear at the top right of the screen if the send was successful. The sender will also receive a notification of the successful send in his or her email.



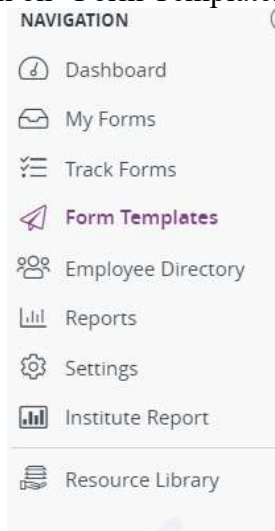
Frontline Central 2021-2022 Classified Evaluation Form Completion Process

Frontline **Employee Link:** <https://login.frontlineeducation.com/sso/ucps>

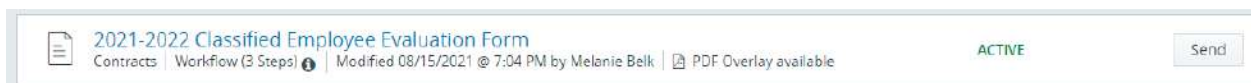
1. Click on the Frontline Employee link. The link should navigate to the screen below. Click on the Frontline Central portal.



2. Click on “Form Templates” from the menu options at the left of the screen.



3. On the next page, click the “Send” button on the right side of the *2021-2022 Classified Employee Evaluation Form*.



4. On the next page, enter the names in the “DISTRIBUTION” window of all employees for whom you will be completing the *2021-2022 Classified Evaluation Form*.

DISTRIBUTION

☒ Staff member(s) or group of staff members
 ☐ Contract group

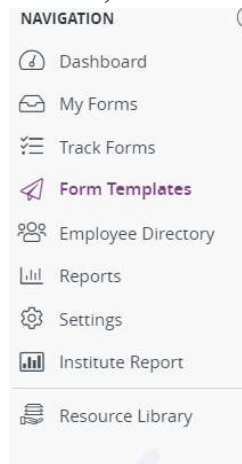
"Who" the form is about; information from their staff record will auto-populate certain form fields.

Add a staff member by name

[Need to send to a group of staff members?](#)

5. After entering the names of employees in the “DISTRIBUTION” window, click the “Send Form” button at the top right of the screen.

6. Now, click the “My Forms” link to the left of the next screen.



7. If you have successfully completed the process, a *2021-2022 Classified Employee Evaluation Form* template will be visible for each employee.

8. You may then click the “Complete Form” button to the right of the template link to enter the ratings on the form.

9. When the form has been completed, click the “Submit Form” button to send the form to the employee’s “My Forms” box for his or her review, comments, and signature.