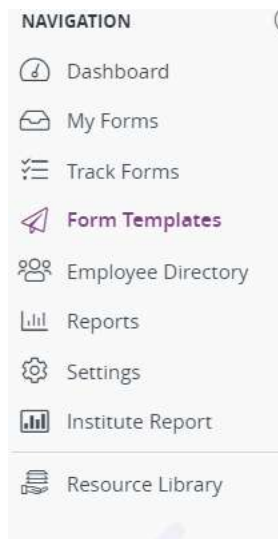


SUMMARY EVALUATION COMPLETION PROCESS FOR NON-TEACHER/CLASSIFIED EMPLOYEES

Frontline Central System Instructions for Evaluators 2019-2020 Completion Process Timelines

Timelines	Activities	Description of Activities
<ul style="list-style-type: none"> By May 30, 2020 (10-month and 11-month employees) By June 26, 2020 (12-month employees) 	<ul style="list-style-type: none"> Complete the <i>2019-2020 Classified Employee Evaluation Form</i>. 	<ul style="list-style-type: none"> The supervisor completes the employee's Summary Evaluation; schedules a conference as needed or requested; and facilitates the completion of all evaluation activities in the Frontline Central System.

1. Log into Frontline Central by going to the Frontline Employee Portal Website at <https://www.ucps.k12.nc.us/Page/6920>. Click on the Frontline Employee Link.
2. From the menu options at the left of the screen, click on "Form Templates".



3. On the next page, click the "Send" button on the right side of the *2019-2020 Classified Employee Evaluation Form*.



4. On the next page, enter the names of all employees for whom you will be completing a *summary evaluation* in the “EMPLOYEE(S)” window.

The screenshot shows the '2019-2020 Classified Employee Evaluation Form' interface. At the top right, there are two buttons: 'Preview Form & Workflow' and 'Send Form'. Below the title, there are two sections: 'FORM DETAILS' and 'EFFECTIVE DATE'. Under 'FORM DETAILS', there are two fields: 'Form Sender' (You (Lillian Rorie)) and 'Form Administrator' (Employee's Supervisor). Under 'EFFECTIVE DATE', there is a text box with a placeholder 'You can use an 'as-of' date to determine an employee's information on a form. Example: Employee Information (assignment, etc.) for this form should be based on employee record data as of August 1.' and a checkbox labeled 'Select an effective date to determine employee information'. Below the checkbox is an 'Export' button. At the bottom, there is a section labeled 'EMPLOYEE(S)' with a text box containing the instruction 'Who the form is about; information from their employee record will auto-populate certain form fields.' and a search bar with the placeholder 'Add an employee by name'. Below the search bar is a link that says 'Need to send to a group of employees?'.

5. After entering the names of all classified employees in the “EMPLOYEES” 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 screen.
7. If you have successfully completed the process, a *2019-2020 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 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.

The screenshot shows the 'My Forms' interface. On the left, there is a 'NAVIGATION' sidebar with a list of links: 'Dashboard', 'My Forms', 'Track Forms', 'Form Templates', 'Employee Directory', 'Settings', 'Institute Report', and 'Additional Resources'. The 'My Forms' link is highlighted. The main content area is titled 'My Forms' and has a sub-header with four tabs: 'Current Forms' (with a count of 0), 'Sent Forms', 'Completed Forms', and 'Forms I Can Start'. Below the tabs, there is a message that says 'No Forms or Packets found'.

Thank you. Enjoy your day!
lillian.rorie@ucps.k12.nc.us