

Memorandum

To: Principals, Directors, and Supervisors

From: Dr. Lillian G. Rorie, Director of Human Resources Support Services

Subject: 2023-2024 Frontline Central Goal-Setting and Evaluation Timeline and Procedures
(Some revisions may occur during the school year based on extenuating circumstances.)

Date: August 23, 2023 (Original)

2023-2024 Frontline Central Timelines and Evaluation Procedures (Revisions - March 2024)

Timelines	Steps	Activity Description
By October 13, 2022	Step One Orientation	<ul style="list-style-type: none"> The supervisor provides an orientation for the goal-setting and evaluation process. The session includes at a minimum: <ul style="list-style-type: none"> Directions on how to access the Frontline Central UCPS Goal-Setting Form and evaluation portal <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> <ul style="list-style-type: none"> A copy of or access to a copy of the Classified Employee Evaluation Standards and Indicators (See page 3.) Timelines for the goal-setting and summary evaluation process.
By October 27, 2023	Step Two Initial Goal-Setting Process	<ul style="list-style-type: none"> 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. <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.

By February 23, 2024	Step Three Mid-Year Review of Goal-Setting Process	<ul style="list-style-type: none"> • The employee enters an update on the progress toward meeting his or her goals. • The supervisor reviews the employee's progress, provides feedback, and signs the goals. • The supervisor also provides feedback on any other standards of the evaluation instrument as deemed appropriate for the work cycle.
By April 26-June 24, 2024	Step Four End-of-Year Review of Goal- Setting Process	<ul style="list-style-type: none"> • The employee enters an update on the progress toward meeting his or her goals. • The supervisor reviews the employee's progress, provides feedback, and signs the goals. • The supervisor also provides feedback on any other standards of the evaluation instrument as deemed appropriate for the work cycle.
By May 31, 2024 (10-month and 11-month employees)	Step Five End-of-Year Goal Completion Process/ Summary Evaluation	<ul style="list-style-type: none"> • Upon completion of the goal-setting 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. • The supervisor completes the <i>Frontline Central 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.
By June 24, 2024 (12-month employees)	End-of-Year Goal Completion Process/ Summary Evaluation	<ul style="list-style-type: none"> • Upon completion of the goal-setting 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. • The supervisor completes the <i>Frontline Central 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.



Continue on the next page.

Frontline Central 2023-2024 Classified Evaluation Form Completion Process

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.

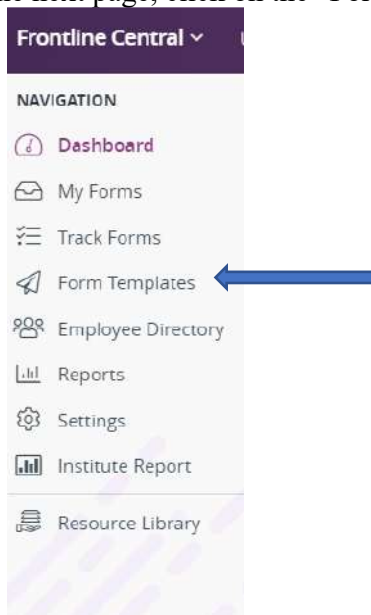
Sending the Frontline Central Goal-Setting Form to the Employee

<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 on the left side of the screen.



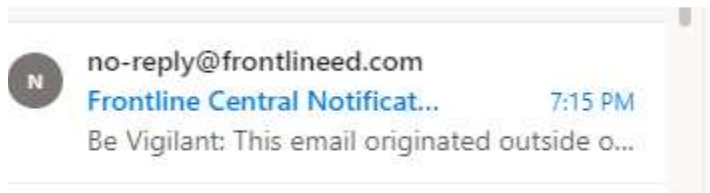
3. Scroll on the page to the 2023-2024 UCPS Employee Goal Setting Form template. Click the “Send” button at the right of the template link.

 [2023-2024 Classified Employee Evaluation Form](#)

4. On the next page, scroll to the “DISTRIBUTION” window. Type the names of the employees 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.

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.



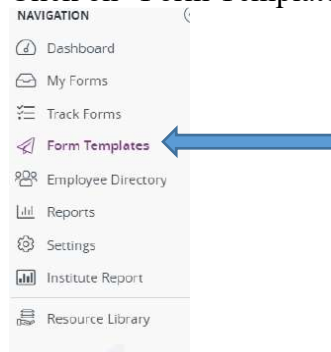
Frontline Central 2023-2024 Classified Evaluation Form Completion Process

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.

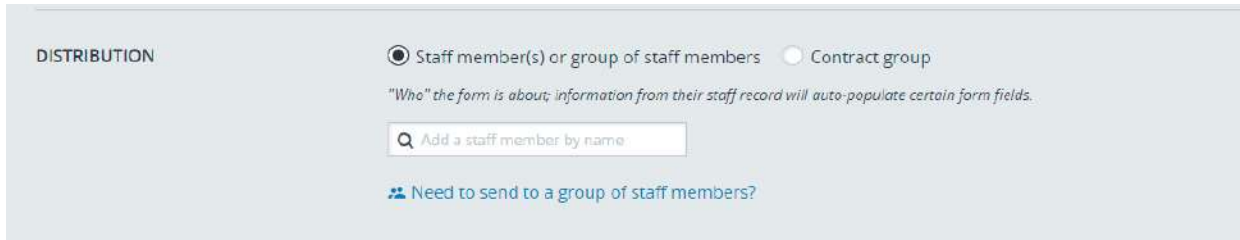


3. On the next page, click the “Send” button on the right side of the *2023-2024 Classified Employee*

Evaluation Form. (The 2023-2024 template will be available closer to the

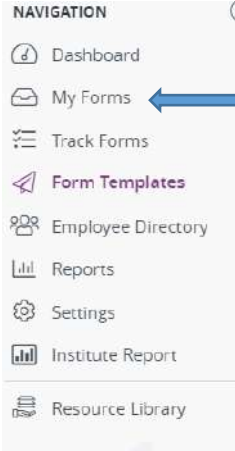
2023-2024 Classified Employee Evaluation Form

4. On the next page, enter the names in the “DISTRIBUTION” window of all employees for whom you will be completing the *2023-2024 Classified Evaluation Form*.



The screenshot shows the "DISTRIBUTION" section of the form. It has two radio buttons: "Staff member(s) or group of staff members" (selected) and "Contract group". Below them is a text input field with the placeholder "Add a staff member by name". A link "Need to send to a group of staff members?" is at the bottom.

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 *2023-2024 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.
10. After the employee signs the form, the form will return to the supervisor’s inbox for a final review and date.
11. The summary evaluation will automatically push into the employees’ “Personnel Documents” container after the supervisor/evaluator completes the final review process.

Thank you for all that you do. Take care and have a great day!