

UNION COUNTY PUBLIC SCHOOLS

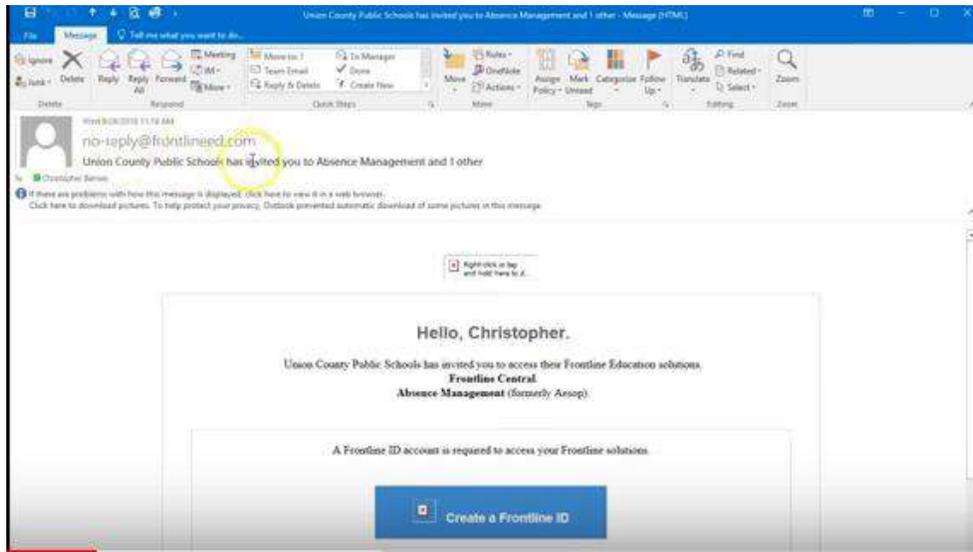
GOAL-SETTING AND COMPLETION PROCESS FOR NON-TEACHER/CLASSIFIED EMPLOYEES



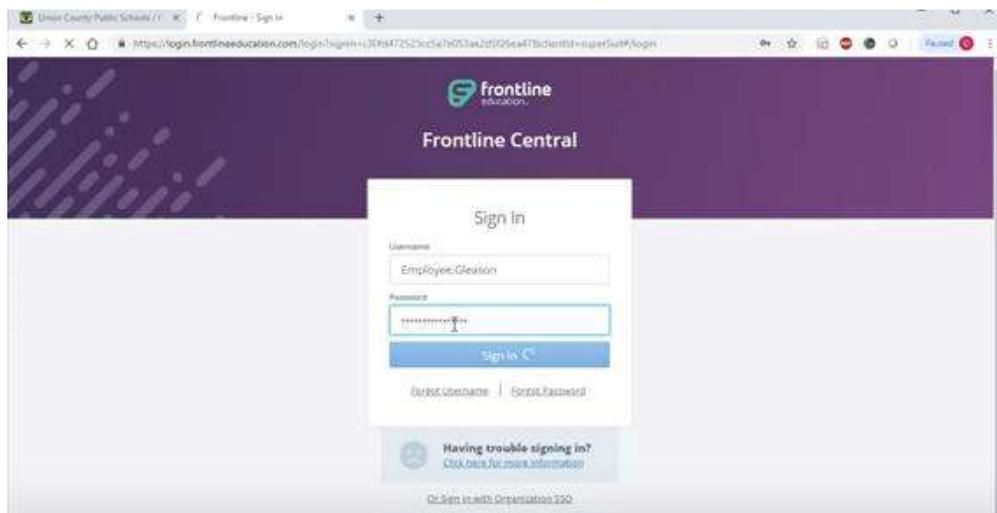
**“The Best”
Team UCPS**

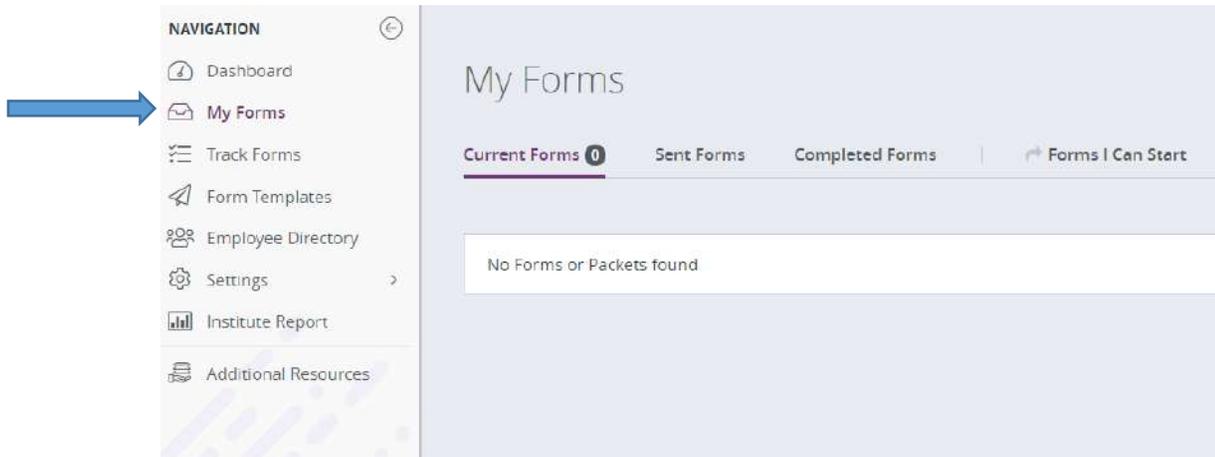
Frontline Ed System 2019-2020 Goal-Setting and Completion Process Timelines

Timelines	Activities	Description of Activities
By September 30, 2019	<ul style="list-style-type: none"> • Orientation to Goal-Setting and Completion Process • Submission of Goals • Feedback from Supervisor • Completion of Initial Goal-Setting Process <p>Front Line Ed Log in Screen</p>	<p>The supervisor provides an orientation to the goal-setting and completion process either one-on-one or in a group setting.</p> <p>The non-teacher/classified employee reflects on his or her performance responsibilities and enters his or her goals in the Frontline Ed System containers for the supervisor’s approval.</p> <p>The supervisor provides feedback for the finalization/approval of the employee’s goals.</p> <p>Note: If the employee received an overall rating of “developing” on any standard of his or her most recent Summary Evaluation, the supervisor should provide one goal that is aligned with that standard.</p>
By January 30, 2020	<ul style="list-style-type: none"> • Complete the Mid-Year Review of Goals Process. 	<p>The supervisor provides feedback on the employee’s performance and progress toward goals. The supervisor and employee complete the Mid-Year Review of Goals containers in the Frontline Ed System.</p>
<p>By May 30, 2020 (10-month and 11-month employees)</p> <p>By June 26, 2020 (12-month employees)</p>	<ul style="list-style-type: none"> • Complete the End-of-Year Review of Goals Process. • Complete the Summary Evaluation 	<p>The supervisor provides feedback for the approval and completion of the End-of-Year Goals Process in the Frontline Ed System.</p> <p>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 Ed System.</p>

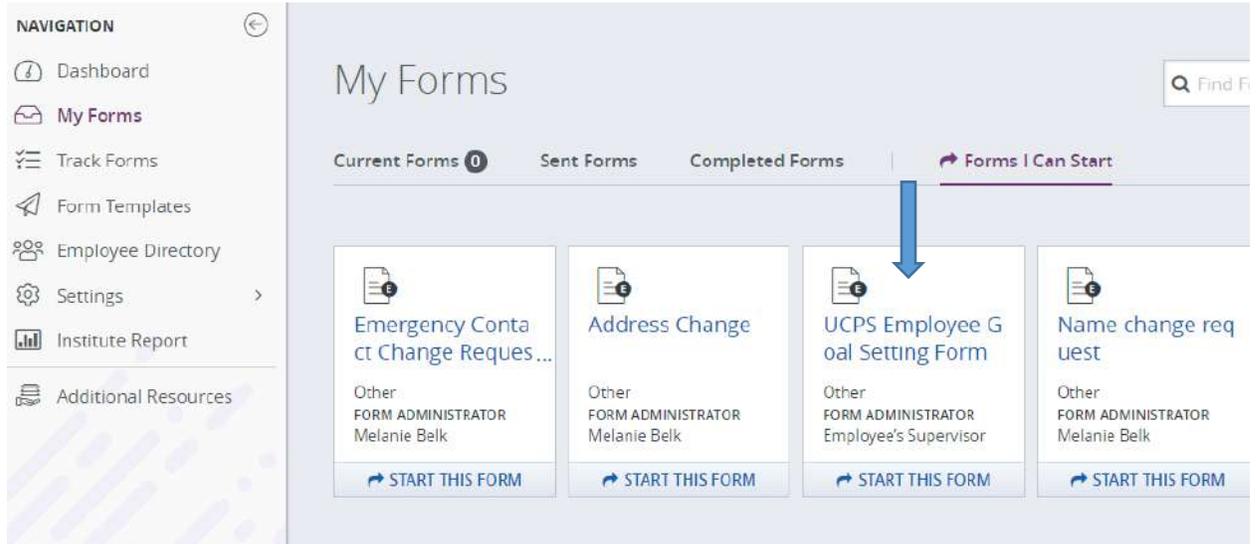


Log into the Frontline Ed System: [Front Line Ed Log in Screen](#) using the user name and password that you established upon receiving an invitation to Frontline Central.





Click on “My Forms” from the menu items on the right of the screen.



Click on “START THIS FORM” under UCPS Employee Goal Setting Form.

Enter required information in the Goal Setting Form.

- After entering the required information, click on the blue “Submit Form” button at the bottom of the screen.
- The supervisor will receive a notification that the *Goal Setting Form* has been submitted, and he or she will log into the system and approve or deny the goals.
- The goals will not reappear on the employee’s screen until they have been approved or denied by the supervisor. The employee will receive an email.
- The employee and supervisor will then follow the established timelines for the Mid-Year Review of Goals and End-of-Year Review of Goals Process as outlined, and enter any required information in the Frontline Ed System.