## **UNION COUNTY PUBLIC SCHOOLS**

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



1

Timelines	Activities	Description of Activities
By September 30, 2019	<ul> <li>Orientation to Goal-Setting and Completion Process</li> <li>Submission of Goals</li> <li>Feedback from Supervisor</li> <li>Completion of Initial Goal- Setting Process</li> </ul> Front Line Ed Log in Screen	<ul> <li>The supervisor provides an orientation to the goal-setting and completion process either one-on-one or in a group setting.</li> <li>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.</li> <li>The supervisor provides feedback for the finalization/approval of the employee's goals.</li> <li><b>Note:</b> 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.</li> </ul>
By January 30, 2020	Complete the Mid-Year Review of Goals Process.	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.
By May 30, 2020 (10- month and 11-month employees) By June 26, 2020 (12- month employees)	<ul> <li>Complete the End-of-Year Review of Goals Process.</li> <li>Complete the Summary Evaluation</li> </ul>	The supervisor provides feedback for the approval and completion of the End-of-Year Goals Process in the Frontline Ed System. 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.

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

ß

E Mere	🔸 🕸 🥵 . 💽 🖓 Tait one set of your want to do.	Union Dourity P	de Schoole hat points	f yne te Almen e I	Autogeniet and 1	utter i Mellinge (	imes		 - 0, X
Standar Debar Debar Debar	Rep: Found (200- Rep: Found (200- Margaret (200- Rep: Found (200- Rep: Fou	Moree tas 1 S. To S. Deser Tread & Dee S. Raply & Details & T. Cra Detit: They T	e Those	Diversion	Ausge Mark Policy- Ursand	Cotegoriae Folio Up-	Translates D Select Translates D Select	d" Zoom Zoom	
BOundaries de     Constantes de     Constan	non men valde bene tite, ereetaage is displayed elsaad postaers. To teely protect your pr	dick best to ease it is a vehicler very. Deficit prevented automa	net; c download of come y	infanis in this roat	urp.				
		Union County Po	Hello fe: Schools Jan in J Absence Mi	o, Christe vited you to acc reading control of the reading control o	opher, ess their Fronti ral mindly Aesop)	ine Education i	obenous.		
		A From	ine ID account in t	required to acc relate a Fron	sa year Frasfii Wilde 10	ne solutions			

Log into the Frontline Ed System: <u>Front Line Ed Log in Screen</u> using the user name and password that you established upon receiving an invitation to Frontline Central.

🗶 Dear County Public Schulle / P. K. C. Franking - Sign in	* +	
← → X Ø (# https://ogin.tom/ineeducation.com	n/ogin/ogen+c306072525cc5a79053aa2st/056aa716deentit-raperSet9/login	* x ii • • · · · • • • •
	Frontline Central	
1.1.1.1	Sign In Ummann Employee.Gleation	
	Sign in C Sign in C	
	Having trouble signing in?     Colonate To monutements     Order in with Organization 550	

NAVIGATION	
() Dashboard	My Forms
My Forms	ing Formo
🚝 Track Forms	Current Forms 🔕 Sent Forms Completed Forms 🗌 🥂 Forms I Can Start
🕼 Form Templates	
음 Employee Directory	
钧 Settings >	No Forms or Packets found
Institute Report	
Additional Persources	





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

rontline Central	FORM	A PREVIEW
	JCPS Employee Goal Setting Form	
[	Workflow Step 1 - Goal Setting	Attachments
	Legal Name Read-only	UCPS Employee Goal Setting Form sept2018-pdf
	Tiple First Middle Last	Form Workflow
	Position Title*	Workflow Step 1 - Goal Setting
		Main Participant: Employee (Chosen When Sent):
	Department*	🗡 Form Entry   🔍 View & Edit
		A Employee's Supervisor
	Goal 1*	Actions: No Additional Actions
	Constant Thomas	Workflow Step 2 - Goal Setting-Supervisor Review And Approvel

Enter required information in the Goal Setting Form.

Employee Signature*	
	Add Digital Signature
Feel free to add an addendum out	tining more information for the goal setting
Upload File	
process. Upload File Comments - Visible to all participa	ants

- 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.

5