



Classified Evaluations – Employee Instructions

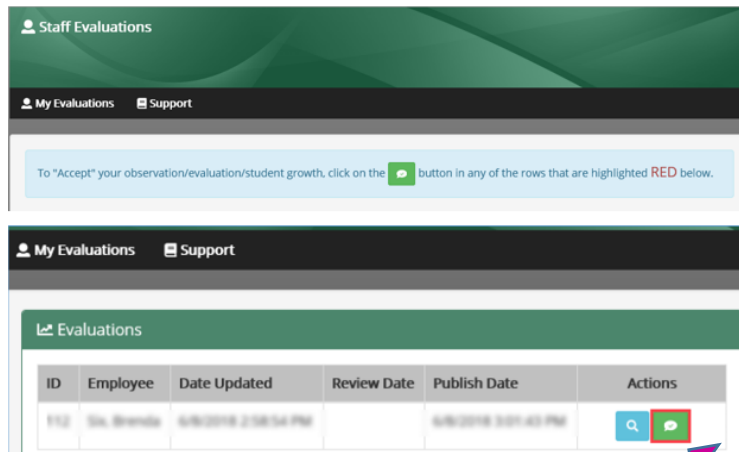
Evaluations are completed on a schedule that is set forth by terms in the Master Agreements. At the time of your evaluation your administrator will meet with you to discuss the results and give you any documents relative to your evaluation. After this meeting the administrator will publish your evaluation, making it visible to you on the Staff Evaluations System.


You will receive an email stating that your evaluation has been published. You can view the evaluation by clicking on the link within the email:

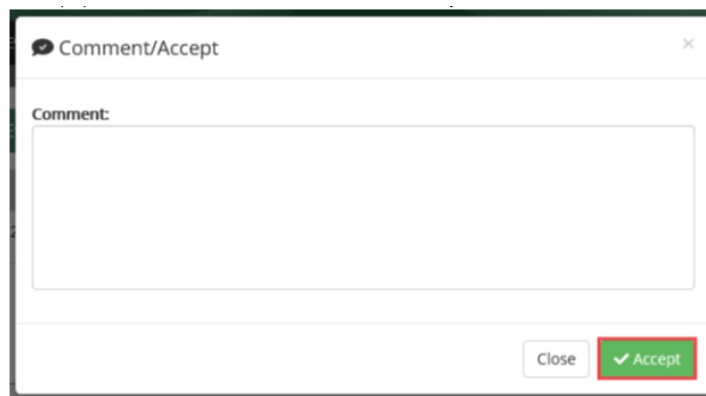
From: donotreply@carrollk12.org <donotreply@carrollk12.org>
Sent: _____
To: _____
Subject: Your Evaluation has been Published

Your Evaluation has been Published. You can view it [here](#)

Once in Staff Evaluations you will be prompted to “Accept” the evaluation by clicking on the green  icon. After clicking on the  icon you will be able to **view** and **add comments** *BEFORE* accepting the evaluation.



The screenshot shows the 'Staff Evaluations' system interface. At the top, there is a navigation bar with 'My Evaluations' and 'Support' links. Below this, a blue instruction box states: 'To "Accept" your observation/evaluation/student growth, click on the  button in any of the rows that are highlighted RED below.' The main content area is titled 'Evaluations' and contains a table with the following columns: ID, Employee, Date Updated, Review Date, Publish Date, and Actions. The first row in the table is highlighted in red and contains the following data: ID: 112, Employee: Tina, Brenda, Date Updated: 6/8/2018 2:08:54 PM, Review Date: (blank), Publish Date: 6/8/2018 3:01:43 PM. In the Actions column for this row, there are two icons: a magnifying glass (view) and a green speech bubble (comment/accept). A pink arrow points to the green speech bubble icon.



The screenshot shows a 'Comment/Accept' dialog box. It has a title bar with a close button (X). Below the title bar is a text input field labeled 'Comment:'. At the bottom of the dialog box, there are two buttons: 'Close' and 'Accept'. The 'Accept' button is highlighted with a red border and contains a green checkmark icon.

When you have completed entering your comments, click on the Accept button .

Once accepted, no changes/additions can be made to the evaluation electronically. If you would like to make additional comments, you can do so by handwriting/typing them on a separate page. Make sure to sign and date that page and send a copy to the Human Resources Department to be filed in your personnel folder.

*Special Note: Evaluations completed prior to the inception of the (classified) Staff Evaluations System are maintained in your personnel file. Evaluations completed within the Staff Evaluations System can be viewed at any time.

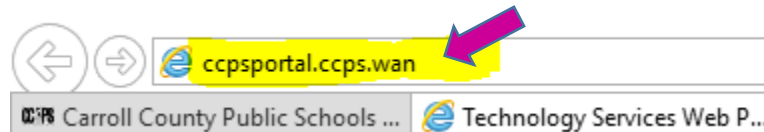
To **VIEW** your evaluation(s) do the following:

Log onto a computer and click on the Internet icon 

Click on the Technology Service Web Portal tab



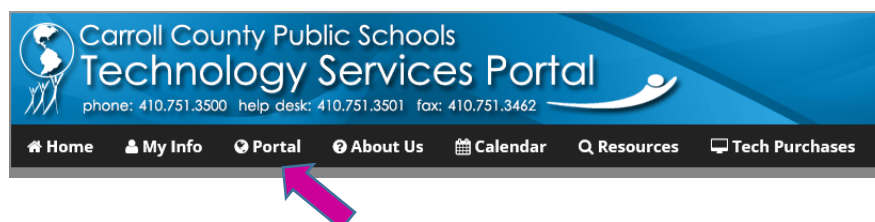
If the tab is not there click on the web address bar and type ccpsportal.ccps.wan



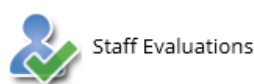
Hit enter


The CCPS Technology Services Portal will appear

Click on the Portal tab



Under Portal Applications, click on the Staff Evaluations icon



Once in the system a list of your evaluations will appear. Clicking on the blue magnifying glass icon  allows the you to view the evaluation.