

Classified Evaluation Instructions for Employee (Employee)

GETTING STARTED – CLASSIFIED -- EMPLOYEE

Jordan School District requires that contracted employees be evaluated annually. The Jordan Evaluation System is an online evaluation tool consisting of several steps. The employee completes a Self Evaluation; the evaluator completes an Employee Evaluation; and the employee and evaluator meet to review results of both evaluations, complete a Professional Development Plan, and sign designated forms.

Follow these steps to complete your Jordan Classified Evaluation System:

1. Go to JPLS.
 - a. <http://jpls.truenorthlogic.com> OR from Jordan School District website, select “Staff & Faculty” and choose “JPLS.”
2. Login to JPLS.
 - a. User Name is *firstname.lastname*. If you’re a first-time user, your password is *jsd*. Otherwise, your Password was previously set by you. If you cannot remember your password, select “Forgot Password” and it will be emailed to you.
3. Select “Evaluations.”

PERFORMANCE RATINGS

1. Click on “Contains 2 Activities” under Performance Ratings.
2. Click on “Self Evaluation” to access the Self Evaluation.
3. Select “New Observation” to begin the Self Evaluation.
4. Choose the appropriate rating from the drop down menu for each item. Click on “View Rubric” to see a description of the rating scale. Click on “Hide Rubric” to hide the rubric. (Choices are saved automatically.) **IMPORTANT NOTE:** Documentation is required for “Exceptional Performance” ratings and “Unacceptable Performance” ratings. Select “Edit” to add comments to an indicator. Select “Upload File” to attach a file to an indicator.
5. There are two areas to assess, “General Performance Areas” and “Specific Performance Items.” Click on the title of each area to access its ratings. Remember to complete both sections.
6. The Self Evaluation does not have to be completed in one sitting. It can be reviewed and edited anytime prior to the due date. (To return to the evaluation, follow steps 1 and 2 and then select the “Edit” button next to your name.)
7. When you have completed the Self Evaluation, select “Mark Complete.”
8. Click “Back” to return to the “Observation Summary” page.
9. Click “Back” to return to the Menu.

The second step is the “Employee Evaluation” step. This step allows you to view the ratings completed by your evaluator.

1. Select “Employee Evaluation” to review your supervisor’s ratings. The evaluation will not be available until completed by your evaluator.
2. Click “Back” to return to the Menu.

Evaluator and Employee Meeting and Sign Off

This section of the evaluation should be completed during a meeting with your evaluator. The first step is the “Professional Development Plan.” After reviewing the “Self Evaluation” and the “Employee Evaluation,” you will work with your evaluator to determine one to three goals. The evaluator will have the option to enter the goals. You will have the option to view the plan. Your evaluator will also have access to determine your “Recommended Status.” You will have the ability to view the status.

The final steps include the “Employee, Evaluator, and Administrator Signature.” It will be helpful if both the evaluator and the employee have access to a computer or other device for these steps. If not, the evaluator can “Sign Out” and have the employee login to complete this step.

1. *Click on “Employee, Evaluator, and Administrator Signature.”*
2. *Select “Acknowledge.”*

SECOND EVALUATION

If you do not require a second evaluation, your evaluation is complete. If you require a second evaluation, please complete these steps.

1. *Select “Additional Employee Evaluation” to review your supervisor’s ratings. You will see the ratings from the first evaluation as well as from the second evaluation. The second evaluation will not be available until completed by your evaluator.*
2. *Click “Back” to return to the Menu.*
3. *The “Professional Development Plan” and “Recommended Status” steps are completed by your evaluator. Click on each one to view the step.*
4. *Click on “Employee, Evaluator, and Administrator Signature.” Select “Acknowledge.”*

Getting Additional Help or Addressing Technical Issues

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