

Classified Evaluation Instructions for Evaluator (Evaluator)

GETTING STARTED – CLASSIFIED -- EVALUATOR

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, mark the Recommended Status, and acknowledge the evaluation .

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*. 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 “Evaluation of Others” tab.
4. Click on the name of the employee being evaluated or search for the name.

PERFORMANCE RATINGS

1. Click on “Contains 2 Activities” under “Performance Ratings.”
2. Click on “Employee Evaluation” to complete your evaluation of the employee.
3. Select “New Observation” to begin the 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. Select “Hide Rubric” to close the rubric. The evaluation saves 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 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 2 and 3 and then select “Edit” from the “Observation Summary” page.
7. When the evaluation is complete, select “Shared with Rating” from the drop-down menu and select “Mark Complete.”
8. Click “Back” to return to the “Observation Summary” page.
9. 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 employee. The first step is the “Professional Development Plan.” After reviewing the “Self Evaluation” and the “Employee Evaluation” with the employee, determine one to three goals. Enter the goals in the “Professional Development Plan.” The evaluator will have the option to edit the plan and the employee will have the option to view the plan.

1. Click on “Contains 3 Activities” under “Evaluator and Employee Meeting and Sign Off.”
2. Click on “Professional Development Plan.” Add one to three goals, a plan for completing the goals, and any professional development needed.

3. Click "Save" to save the plan.
4. Select "Mark Complete."
5. Select "Back" to return to the menu.
6. Click on the "Recommended Status." Select the recommended status from the dropdown menu and select "Save."
7. Select "Mark Complete."
8. Click "Back" to return to menu.

For the following steps, it will be helpful if both the evaluator and the employee have access to a computer or other device. If not, plan to "Sign Out" and have the employee login to complete "Employee Signature."

1. Employee logs in and selects "Employee, Evaluator, and Administrator Signature" and clicks "Acknowledge"
2. Evaluator logs in and selects "Employee, Evaluator, and Administrator Signature" and clicks "Acknowledge."

SECOND EVALUATION

This evaluation is only required for provisional or probationary employees. If an employee requires a second evaluation, complete these steps.

1. Click on "Contains 4 Activities" under "Second Evaluation."
2. Complete the "Additional Employee Evaluation," the "Professional Development Plan" the "Recommended Status," and the "Employee, Evaluator, and Administrator Signature" as described above.

Getting Additional Help or Addressing Technical Issues

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