

The Classified Evaluation System

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I. Overview

The Classified Evaluation System has been moved from JPLS to Skyward. Evaluators and employees will use Skyward Employee Access. Employees will no longer be required to do a self-evaluation. The classified evaluation process requires the completion of four tasks. As each task is completed, the evaluator and employee will receive an email. The evaluation process is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.



- Task 1 – Evaluator starts the Evaluation Assessment Form.
- Task 2 – Evaluator meets with the employee and completes the Evaluation Assessment Form.
- Task 3 – Employee completes the Employee Signature/Acknowledgment Form.
- Task 4 – Evaluator completes the Evaluator Signature/Acknowledgment Form.

Each task has four steps.

- Step 1 – Review or complete a form.
- Step 2 – Review or add notes. Notes are included in emails.
- Step 3 – Review or add attachments.
- Step 4 – Choose the next task.

Note: The first task has an additional step where the employee being evaluated is selected.

Employees can view all of their evaluations in Skyward Employee Access. Schools and departments can run a “Classified Evaluation Report” containing a list of employees with their most recent evaluation and their current year evaluation status. For questions, contact the Information Systems Help Desk at 801-567-8737.

The Classified Evaluation System

II. Task 1 – Evaluator starts the Evaluation Assessment Form

The evaluator will log in to Skyward Employee Access at <https://skyfin.jordan.k12.ut.us>

The screenshot shows the login page for the Skyward Finance System. The page has a light blue background with the Jordan School District logo at the top. In the center, there is a white box containing the Skyward logo and the text "Jordan School District Finance System". Below this, there are two input fields: "Login ID:" and "Password:". To the right of the password field is a "Sign In" button. At the bottom of the white box, the date "05.17.06.00.10" is displayed. Below the white box, there is a "Login Area:" dropdown menu set to "All Areas". At the very bottom of the page, there is a copyright notice "© 2017 Skyward, Inc. All rights reserved." and the text "Windows 10 / Firefox 55".

To view the "Task Processes" section, click the "Task Manager" link in the "Jump to Other Dashboards" section. To start Task 1, click the "Classified Evaluation" link in the "Task Processes" section.

The screenshot shows the Employee Access dashboard in the Skyward Finance System. The dashboard has a light blue header with the Jordan School District logo and the text "Employee Access". Below the header, there are several sections. On the left, there is a "Jump to Other Dashboards" section with links for "Skyward User", "Employee", "Task Manager", "Reset Dashboards", and "Select Widgets". The "Task Manager" link is circled in red. In the center, there is a "Task Processes" section with a list of tasks. The "Classified Evaluation" task is circled in red. On the right, there is a "Jump to Other Systems" section with links for "Employee Access", "Financial Management", "Human Resources", and "Product Setup". At the bottom of the dashboard, there is a copyright notice "© 2017 Skyward, Inc. All rights reserved.", the text "Finance System", and "Windows 10 / Firefox 55".

The Classified Evaluation System

On step 1, enter the first five characters of the employee's last name in the "Employee" field and select the employee from the list. To move to the next step, click the "Next" button.

The screenshot shows a web browser window titled "TM Process: Classified Evaluation - 05.17.06.00.10 - Mozilla Firefox". The URL is <https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w?isPopup=true>. The page title is "TM Process: Classified Evaluation".

The main content area includes a description of the evaluation process: "The Classified Evaluation Process includes four tasks. Task 1 - Evaluator starts the evaluation assessment form. Task 2 - Evaluator meets with the employee and completes the remaining portion of the evaluation assessment form. Task 3 - Employee completes the employee acknowledgement/signature form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. The evaluation is not complete until all tasks are finished and the employee and evaluator receive a confirmation email."

1. Select Employee

READ FIRST: Step 1 (Select Employee) - select the employee to be evaluated. Step 2 (General) - click the "Open" button, complete the top portion of the Classified Evaluation form, and click the "Save" button. Step 3 (Notes) - add any notes that you want included in the meeting request email. Step 4 (Attachments) - add any attachments for exceptional or unacceptable performance. Step 5 (Choose Next Task) - click the "Evaluation Meeting" button and schedule a meeting with the employee. An email will be sent requesting an evaluation meeting. At the meeting, complete the "Evaluation Meeting" task.

Employee: [Dropdown menu showing: SMOLIMIC000 [SMOLIK, MICHELLE R], Employee Type: Classified Contracted, Building: INFORMATION SYSTEMS, Check Location: INFORMATION SYSTEMS]

Evaluator Assessment

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 1 of 5

[Next](#)

Process History

[Save and Finish Later](#)

[Reassign Task](#)

On step 2, open the Classified Evaluation Form by clicking the "Open" button.

The screenshot shows the same web browser window, now on Step 2: General. The "Employee" field is populated with "SMOLIMIC000" and "SMOLIK, MICHELLE R".

2. General

READ FIRST: Step 1 (Select Employee) - select the employee to be evaluated. Step 2 (General) - click the "Open" button, complete the top portion of the Classified Evaluation form, and click the "Save" button. Step 3 (Notes) - add any notes that you want included in the meeting request email. Step 4 (Attachments) - add any attachments for exceptional or unacceptable performance. Step 5 (Choose Next Task) - click the "Evaluation Meeting" button and schedule a meeting with the employee. An email will be sent requesting an evaluation meeting. At the meeting, complete the "Evaluation Meeting" task.

Custom Forms

| Custom Profile | Evaluation Classified | Classified Evaluation | Open |
|----------------|-----------------------|-----------------------|----------------------|
| | | | |

Evaluator Assessment

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

[Next](#)

Process History

[Save and Finish Later](#)

[Reassign Task](#)

The Classified Evaluation System

On the Classified Evaluation Form, complete the “Performance Areas”, “Documentation” and “Recommended Status” sections. When finished, click the “Save” button.

Classified Evaluation - 05.17.06.00.10 - Mozilla Firefox
https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qqudfedit050.w?isPopup=true

Classified Evaluation

Name: **SMOLIK, MICHELLE R.** Employee Type: **Classified Cont** Building Code: **080**

Performance Areas

| | Rating |
|--|----------------|
| Attendance and Punctuality - Reports to work and meetings regularly and punctually | 3 Satisfactory |
| Communication Skills - Communicates clearly in oral and written forms and effectively listens to others | 1 Exceptional |
| Human Relations - Works effectively and respectfully with supervisor, coworkers, students, patrons and customers | 2 Strong |
| Judgment - Shows good judgment and makes responsible decisions | 3 Satisfactory |
| Leadership Skills - Motivates, supports and inspires others | 4 Improving |
| Planning and Organization - Effectively identifies, organizes and completes work on schedule | 5 Unacceptable |
| Policies and Procedures - Demonstrates awareness of and compliance with District policies and procedures | 3 Satisfactory |
| Professionalism - Responds to work situations in a positive, respectful and productive manner | 3 Satisfactory |
| Quality of Work - Completes work products and activities in a useful, accurate and precise manner | 3 Satisfactory |
| Quantity of Work - Completes all assigned duties which are expected of similar employees in the same position | 3 Satisfactory |
| Safety and Security - Completes all assigned duties safely and follows all District security procedures | 3 Satisfactory |
| Technical Skills - Applies sound technical approaches to areas of responsibility with an overall technical competence | 3 Satisfactory |
| Supervision - Completes performance evaluations on time and provides effective support and training | 0 N/A |

Documentation
Documentation is required for Exceptional and Unacceptable performance. Describe below or include attachment. Attachments can be added after saving the form.
Michelle does great work.

Recommended Status
1 **Michael Heaps** will meet with the employee and recommend that the status of this employee be **Regular Contract**

Professional Development
The Professional Development Plan is completed together as part of the Evaluator and Employee Meeting. A plan is required for Unacceptable performance.
Goals
Plan

To move to step 3, click the “Next” button.

TM Process: Classified Evaluation - 05.17.06.00.10 - Mozilla Firefox
https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwasgntabs000.w

TM Process: Classified Evaluation

Employee: **SMOLIMIC000** **SMOLIK, MICHELLE R**

The Classified Evaluation Process includes four tasks. Task 1 - Evaluator starts the evaluation assessment form. Task 2 - Evaluator meets with the employee and completes the remaining portion of the evaluation assessment form. Task 3 - Employee completes the employee acknowledgement/signature form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. The evaluation is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

2. General

READ FIRST: Step 1 (Select Employee) - select the employee to be evaluated. Step 2 (General) - click the “Open” button, complete the top portion of the Classified Evaluation form, and click the “Save” button. Step 3 (Notes) - add any notes that you want included in the meeting request email. Step 4 (Attachments) - add any attachments for exceptional or unacceptable performance. Step 5 (Choose Next Task) - click the “Evaluation Meeting” button and schedule a meeting with the employee. An email will be sent requesting an evaluation meeting. At the meeting, complete the “Evaluation Meeting” task.

Custom Forms

| | | | |
|----------------|-----------------------|-----------------------|------|
| Custom Profile | Evaluation Classified | Classified Evaluation | Open |
|----------------|-----------------------|-----------------------|------|

Evaluator Assessment

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

Next

Process History

Save and Finish Later
Reassign Task

The Classified Evaluation System

On step 3, add notes by clicking the “Add” button. Enter notes in the “Your Notes” box and click the “Save” button. The notes will appear in the emails that are sent to the evaluator and employee at the end of each task. To move to step 4, click the “Next” button.

TM Process: Classified Evaluation - 05.17.06.00.10 - Mozilla Firefox

https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w

TM Process: Classified Evaluation

Employee: SMOLIMIC000 SMOLIK, MICHELLE R

The Classified Evaluation Process includes four tasks. Task 1 - Evaluator starts the evaluation assessment form. Task 2 - Evaluator meets with the employee and completes the remaining portion of the evaluation assessment form. Task 3 - Employee completes the employee acknowledgement/signature form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. The evaluation is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

3. Notes

Task - 05.17.06.00.10 - Mozilla Firefox

Task Information

Process Description: Classified Evaluation

Task Summary: Evaluator Assessment

Task Instructions: READ FIRST: Step 1 (Select Employee) - select the employee to be evaluated. Step 2 (General) - click the "Open" button, complete the top portion of the Classified Evaluation form, and click the "Save" button. Step 3 (Notes) - add any notes that you want included in the meeting request.

Notes

* Your Notes: Can we meet on Friday at 1:00pm to complete your Classified Evaluation?

Previous Notes:

Asterisk (*) denotes a required field

Evaluator Assessment

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 3 of 5

Previous Next

Process History

Save and Finish Later

Reassign Task

On step 4, add attachments by clicking the “Add” button. Click the “Browse” button and select the file. Enter a description in the “Description” box and click the “Save” button. To move to step 5, click the “Next” button.

TM Process: Classified Evaluation - 05.17.06.00.10 - Mozilla Firefox

https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w

TM Process: Classified Evaluation

Employee: SMOLIMIC000 SMOLIK, MICHELLE R

The Classified Evaluation Process includes four tasks. Task 1 - Evaluator starts the evaluation assessment form. Task 2 - Evaluator meets with the employee and completes the remaining portion of the evaluation assessment form. Task 3 - Employee completes the employee acknowledgement/signature form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. The evaluation is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

4. Attachments

| Description | Step | Inputted File | Date Modified |
|-------------|------|---------------|---------------|
| Attachments | | | |

Attachments

* File Name: Browse... Documentation.pdf

* Description: Documentation of Exceptional Performance

Asterisk (*) denotes a required field

Evaluator Assessment

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 4 of 5

Previous Next

Process History

Save and Finish Later

Reassign Task

The Classified Evaluation System

On step 5, click the "Evaluation Meeting" button. This completes Task 1. An email will be sent to the employee and evaluator requesting a meeting.

TM Process: Classified Evaluation - 05.17.06.00.10 - Mozilla Firefox

https://skyfin.jordan.k12.ut.us/scripts/wsis.dll/WService=wsFin/qwkfwsgntabs000.w

TM Process: Classified Evaluation

Employee: SMOLIMIC000 SMOLIK, MICHELLE R

The Classified Evaluation Process includes four tasks. Task 1 - Evaluator starts the evaluation assessment form. Task 2 - Evaluator meets with the employee and completes the remaining portion of the evaluation assessment form. Task 3 - Employee completes the employee acknowledgement/signature form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. The evaluation is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

5. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

Evaluation Meeting (HEAPS, MICHAEL S)

Evaluator Assessment

1. Select Employee
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 5 of 5

Previous

Process History

Save and Finish Later

Reassign Task

Sample Email



noreply@jordandistrict.org

michael.heaps@jordandistrict.org

Classified Evaluation - Request for Meeting MICHELLE R SMOLIK

MICHAEL S HEAPS has started the Classified Evaluation process for MICHELLE R SMOLIK. A meeting is requested to review the Classified Evaluation Assessment form.

Notes: >>> Can we meet on Friday at 1:00pm to complete your Classified Evaluation?

Evaluation Status:

Task 1 (COMPLETE) Evaluator Assessment - Evaluator starts the evaluation assessment form.

Task 2 (IN-PROGRESS) Evaluation Meeting - Evaluator meets with the employee and completes the evaluation assessment form.

Task 3 (INCOMPLETE) Employee Acknowledgement - Employee completes the employee acknowledgement/signature form.

Task 4 (INCOMPLETE) Evaluator Acknowledgement - Evaluator completes the evaluator acknowledgement/signature form.

The evaluation process is not complete until all tasks are finished and the employee and evaluator receive a confirmation email.

Evaluator Instructions:

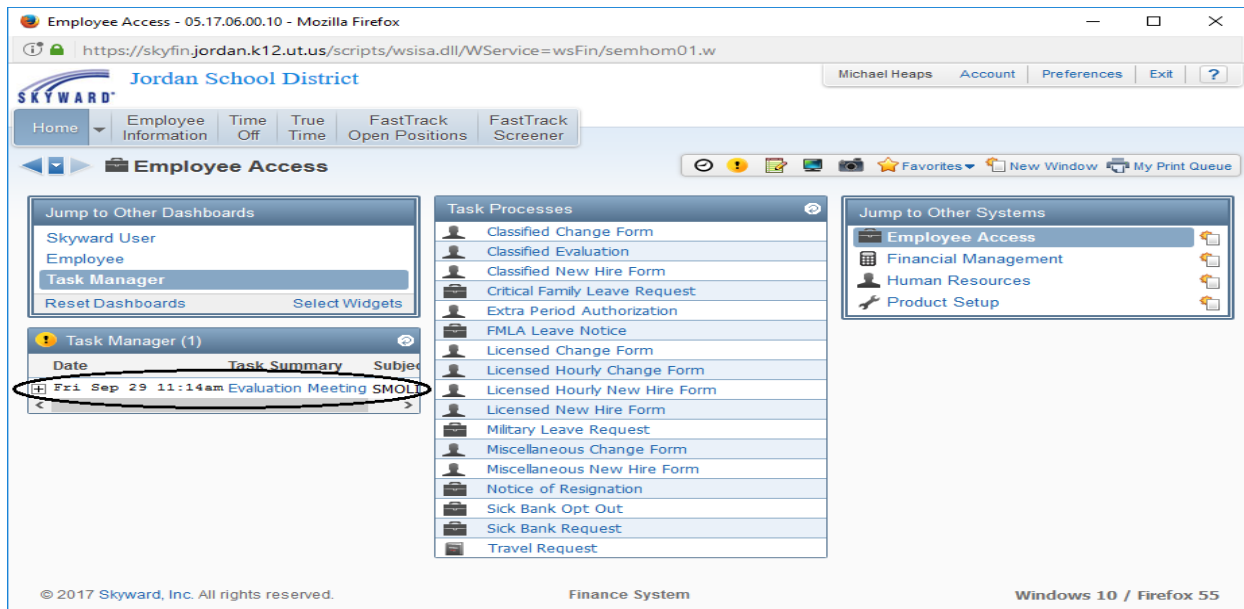
1. At the evaluation meeting, login to the Skyward Finance System.
2. Click the "Task Manager" link found in the "Jump to Other Dashboards" section.
3. Click the "Evaluation Meeting" link found in the "Task Manager" section.
4. Follow the online instructions.

The Classified Evaluation System

III. Task 2 – Evaluator meets with the employee and completes Evaluation Assessment Form

While meeting with the employee, the evaluator will log in to Skyward Employee Access at <https://skyfin.jordan.k12.ut.us>

To start Task 2, click the “Evaluation Meeting” link in the “Task Manager” section.



On step 1, open the Classified Evaluation Form by clicking the “Open” button.

On the Classified Evaluation Form, complete the “Professional Development” section. When finished, click the “Save” or “Save and Print” button.

| Professional Development |
|---|
| The Professional Development Plan is completed together as part of the Evaluator and Employee Meeting. A plan is required for Unacceptable performance. |
| Goals |
| Learn more. |
| Plan |
| Watch tutorials. |

To move to step 2, click the “Next” button.

To move to step 3, click the “Next” button.

On step 3, view attachments by clicking the attachment description. To move to step 4, click the “Next” button.

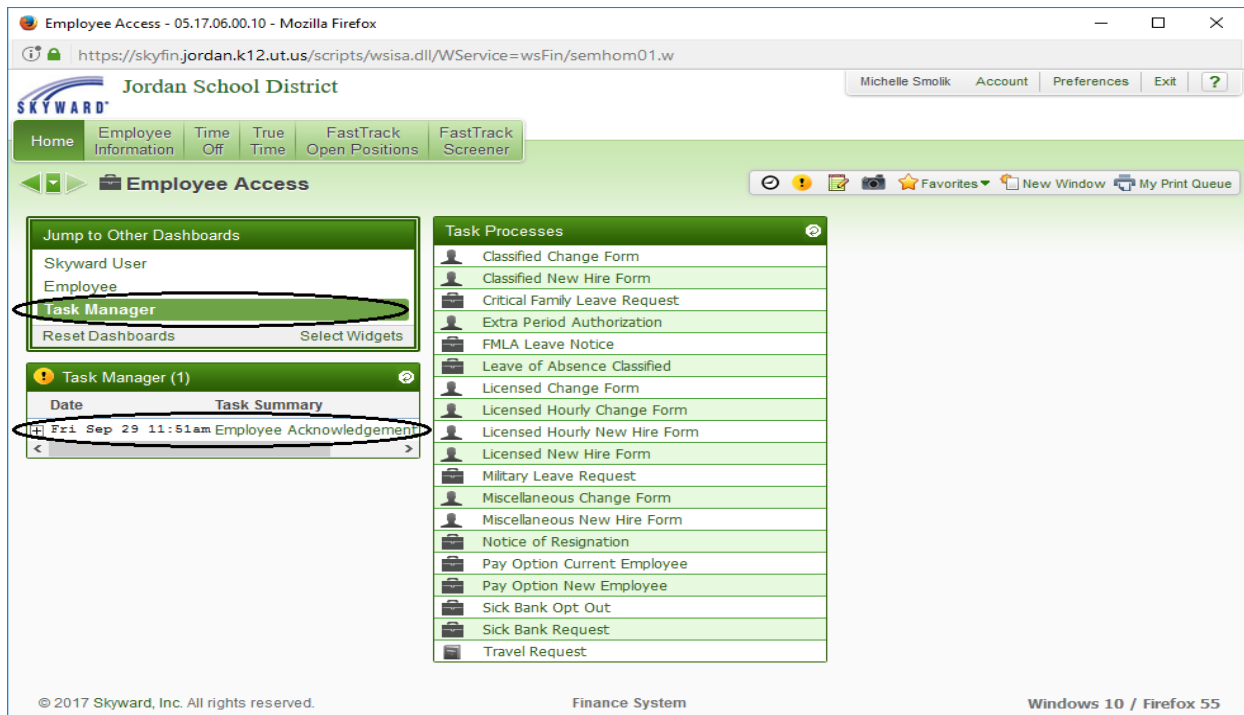
On step 4, click the “Employee Acknowledgement” button. This completes Task 2.

The Classified Evaluation System

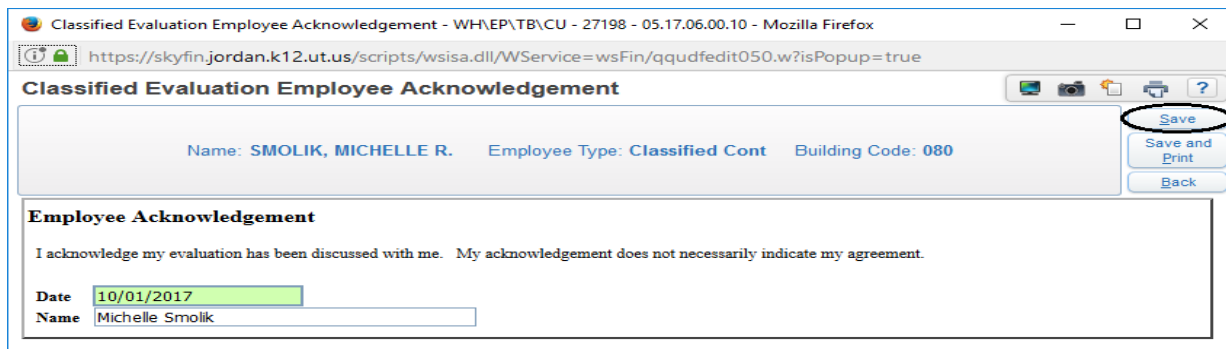
IV. Task 3 – Employee completes the Employee Signature/Acknowledgement Form

While meeting with the employee, the employee will log in to Skyward Employee Access at <https://skyfin.jordan.k12.ut.us>

To view the “Task Manager” section, click the “Task Manager” link in the “Jump to Other Dashboards” section. To start Task 3, click the “Employee Acknowledgement” link in the “Task Manager” section.



On step 1, open the Classified Evaluation Employee Acknowledgement Form by clicking the “Open” button. Employee enters today’s date and their name. When finished, click the “Save” button.



To move to step 2, click the “Next” button.

To move to step 3, click the “Next” button.

To move to step 4, click the “Next” button.

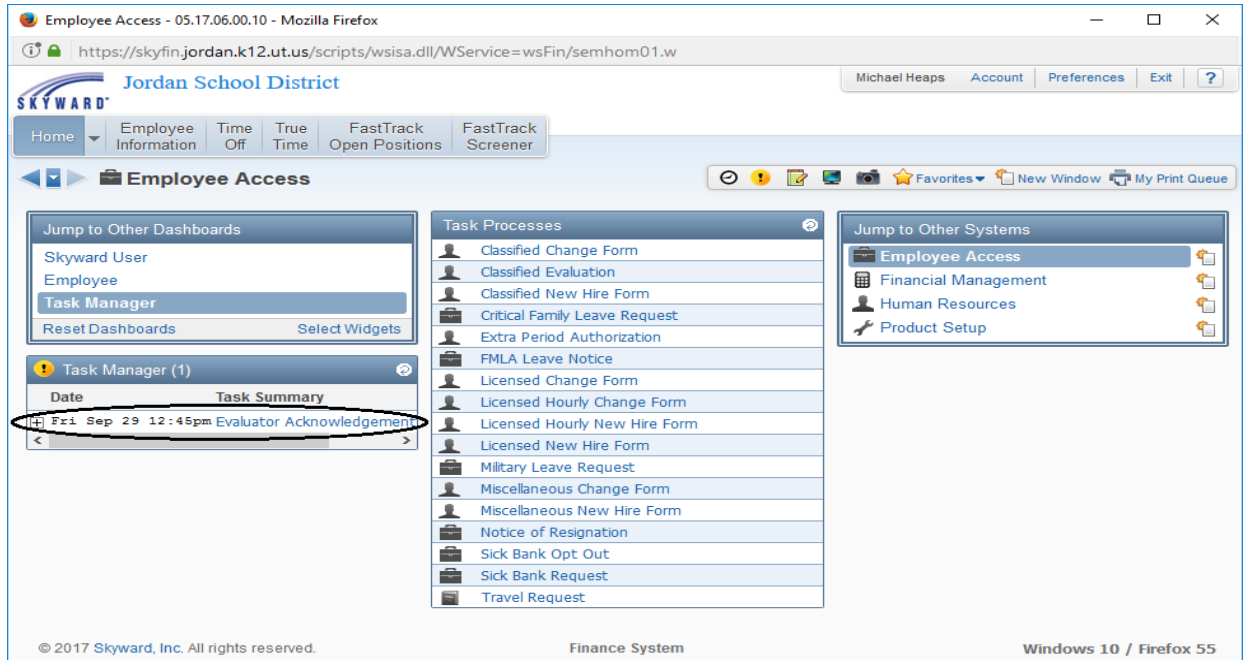
On step 4, click the “Evaluator Acknowledgement” button. This completes Task 3.

The Classified Evaluation System

V. Task 4 – Evaluator completes the Evaluator Signature/Acknowledgement Form

While meeting with the employee, the evaluator will log in to Skyward Employee Access at <https://skyfin.jordan.k12.ut.us>

To start Task 4, click the “Evaluator Acknowledgement” link in the “Task Manager” section.



On step 1, open the Classified Evaluation Evaluator Acknowledgement Form by clicking the “Open” button.

Evaluator enters today’s date and their name. When finished, click the “Save” button.

To move to step 2, click the “Next” button.

To move to step 3, click the “Next” button.

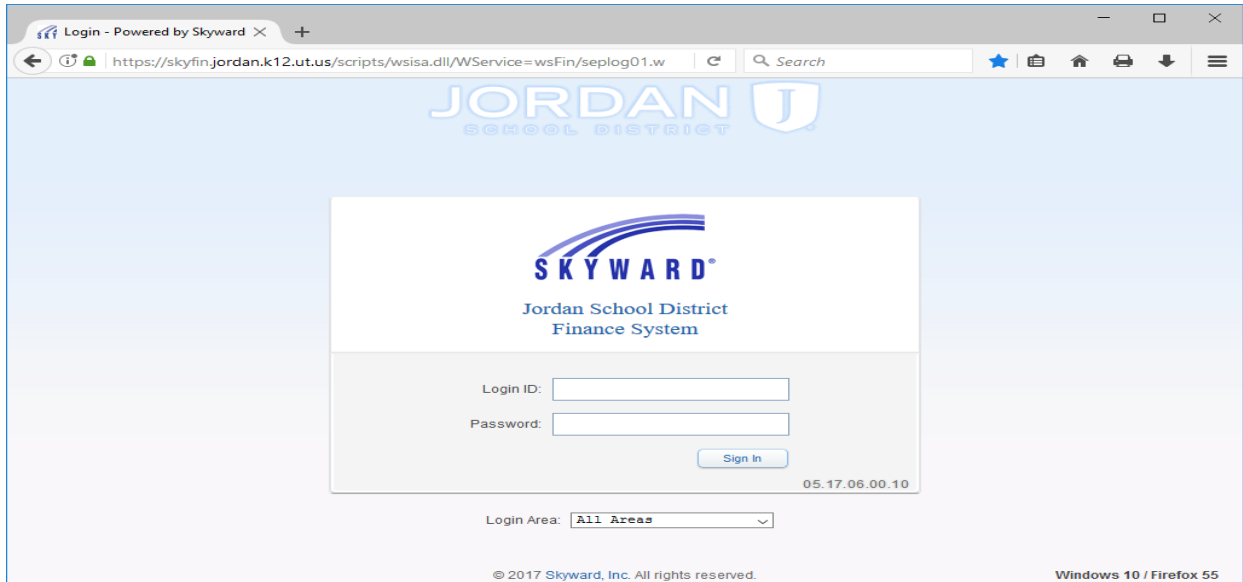
To move to step 4, click the “Next” button.

On step 4, click the “Finish Evaluation” button. This completes Task 4. A confirmation email will be sent to the employee and evaluator. Employees can view all of their completed evaluations in Skyward Employee Access under “Employee Information”, “Personal Information” and “Custom Forms”.

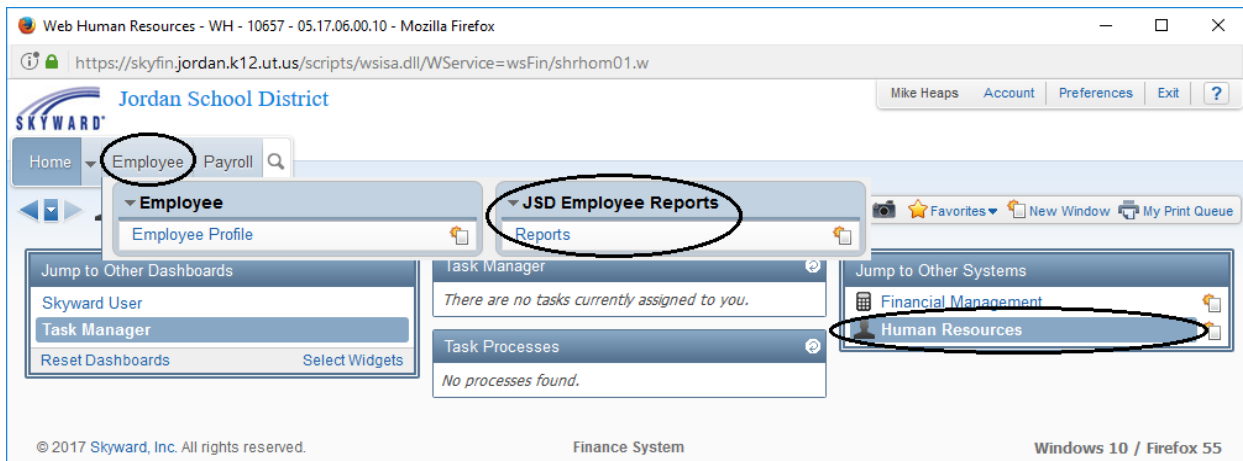
The Classified Evaluation System

VI. Classified Evaluation Report

Schools and departments can run a “Classified Evaluation Report” containing a list of employees with their most recent evaluation and their current year evaluation status. The head secretary or administrator will log in to Skyward Employee Access at <https://skyfin.jordan.k12.ut.us>



In the “Human Resources” system, click the “Reports” link in the “JSD Employee Reports” section and select the “Classified Evaluations Report”.



The report contains a list of employees with their most recent evaluation and their current year evaluation status.

| | | | | | | | | | | | |
|-----------------------------|-----|-----------|-----------|-------------------------------|-----------|--------------------|--------------------|-------------|---------------------|-------------|---------------------|
| 4jsdclaseval01.r 01-4 | | | | Jordan School District | | | | 09/29/17 | | Page:2 | |
| 05.17.06.00.06 *TrnDB* | | | | Classified Evaluations Status | | | | | | 1:24 PM | |
| ----- Last Evaluation ----- | | | | | | | | | | | |
| Employee Name | Loc | Hire Date | Term Date | Eval Date | Evaluator | Recommended Status | Employee Signature | Date Signed | Evaluator Signature | Date Signed | Current Year Status |
| 080 08/14/09 | | | | 05/18/17 | M | Regular Contract | | 05/18/17 | M | 05/18/17 | **Incomplete** |
| 080 09/24/12 | | | | 05/23/17 | M | Regular Contract | | 05/23/17 | M | 05/23/17 | **Incomplete** |
| 080 12/01/16 | | | | 05/19/17 | M | Provisional | | 05/19/17 | M | 05/19/17 | **Incomplete** |
| 080 07/28/14 | | | | 05/22/17 | M | Regular Contract | | 05/22/17 | M | 05/22/17 | **Incomplete** |