

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. At the top, it says "JORDAN SCHOOL DISTRICT" with a logo. Below that is the "SKYWARD" logo and "Jordan School District Finance System". There are input fields for "Login ID:" and "Password:", followed by a "Sign In" button. A version number "05.17.06.00.10" is displayed. At the bottom, there is a "Login Area:" dropdown menu set to "All Areas" and a copyright notice "© 2017 Skyward, Inc. All rights reserved." The browser window title is "Login - Powered by Skyward" and the address bar shows the URL "https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/seplog01.w".

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. The top navigation bar includes "Home", "Employee Information", "Time Off", "True Time", "FastTrack Open Positions", and "FastTrack Screener". The main content area is divided into three sections. On the left, "Jump to Other Dashboards" includes links for "Skyward User", "Employee", "Task Manager" (circled in red), and "Reset Dashboards". In the center, "Task Processes" lists various forms, with "Classified Evaluation" circled in red. On the right, "Jump to Other Systems" includes links for "Employee Access", "Financial Management", "Human Resources", and "Product Setup". The bottom of the page shows a copyright notice "© 2017 Skyward, Inc. All rights reserved.", the text "Finance System", and the browser information "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 address bar shows the URL: <https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w?isPopup=true>. The page header is "TM Process: Classified Evaluation".

The main content area includes a "READ FIRST" section with instructions for the evaluation process. Below this, the "1. Select Employee" section is active. It features an "Employee:" dropdown menu with "smol" entered. A list of suggestions is shown, with "SMOLIMIC000 [SMOLIK, MICHELLE R]" selected. Other details for this employee are listed: "Employee Type: Classified Contracted", "Building: INFORMATION SYSTEMS", and "Check Location: INFORMATION SYSTEMS".

On the right side, there is a "Evaluator Assessment" sidebar with a list of steps: 1. Select Employee, 2. General, 3. Notes, 4. Attachments, and 5. Choose Next Task. The "Next" button is circled in red.

At the bottom right, there are buttons for "Save and Finish Later" and "Reassign Task".

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

The screenshot shows the same web application, now at "Step 2 of 5: General". The "Employee:" field now displays "SMOLIMIC000 [SMOLIK, MICHELLE R]".

The "2. General" section is active. It includes a "READ FIRST" section with instructions. Below this, the "Custom Forms" section is visible. It contains a table with two columns: "Custom Profile" and "Evaluation Classified". The "Evaluation Classified" column has a row for "Classified Evaluation" with an "Open" button next to it, which is circled in red.

The "Evaluator Assessment" sidebar on the right shows the steps: 1. Select Employee, 2. General, 3. Notes, 4. Attachments, and 5. Choose Next Task. The "Next" button is circled in red.

At the bottom right, there are buttons for "Save and Finish Later" and "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

Save
Save and Print
Back

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	
Human Relations - Works effectively and respectfully with supervisor, coworkers, students, patrons and customers	1 Exceptional
Judgment - Shows good judgment and makes responsible decisions	2 Strong
Leadership Skills - Motivates, supports and inspires others	3 Satisfactory
Planning and Organization - Effectively identifies, organizes and completes work on schedule	4 Improving
Policies and Procedures - Demonstrates awareness of and compliance with District policies and procedures	5 Unacceptable
Professionalism - Responds to work situations in a positive, respectful and productive manner	
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

I 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

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.

The screenshot shows the 'TM Process: Classified Evaluation' web application in Mozilla Firefox. The URL is <https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w>. The employee name is SMOLIMIC000 SMOLIK, MICHELLE R. The page title is '3. Notes'. A task window is open, showing 'Task Information' with 'Process Description: Classified Evaluation' and 'Task Summary: Evaluator Assessment'. The 'Task Instructions' are: '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.' The 'Notes' section has a 'Your Notes' box containing 'Can we meet on Friday at 1:00pm to complete your Classified Evaluation?' and a 'Previous Notes' box. The 'Add' button is circled. The 'Save' button is also circled. The 'Next' button is circled. The 'Evaluator Assessment' sidebar on the right shows a list of steps: 1. Select Employee, 2. General, 3. Notes, 4. Attachments, 5. Choose Next Task. The current step is 3 of 5. The 'Process History' section has buttons for 'Save and Finish Later' and '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.

The screenshot shows the 'TM Process: Classified Evaluation' web application in Mozilla Firefox. The URL is <https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w>. The employee name is SMOLIMIC000 SMOLIK, MICHELLE R. The page title is '4. Attachments'. A task window is open, showing 'Task Information' with 'Process Description: Classified Evaluation' and 'Task Summary: Evaluator Assessment'. The 'Task Instructions' are: '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.' The 'Attachments' section has a 'File Name' box containing 'Documentation.pdf' and a 'Description' box containing 'Documentation of Exceptional Performance'. The 'Add' button is circled. The 'Save' button is also circled. The 'Next' button is circled. The 'Evaluator Assessment' sidebar on the right shows a list of steps: 1. Select Employee, 2. General, 3. Notes, 4. Attachments, 5. Choose Next Task. The current step is 4 of 5. The 'Process History' section has buttons for 'Save and Finish Later' and '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/qwkfwagntabs000.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:

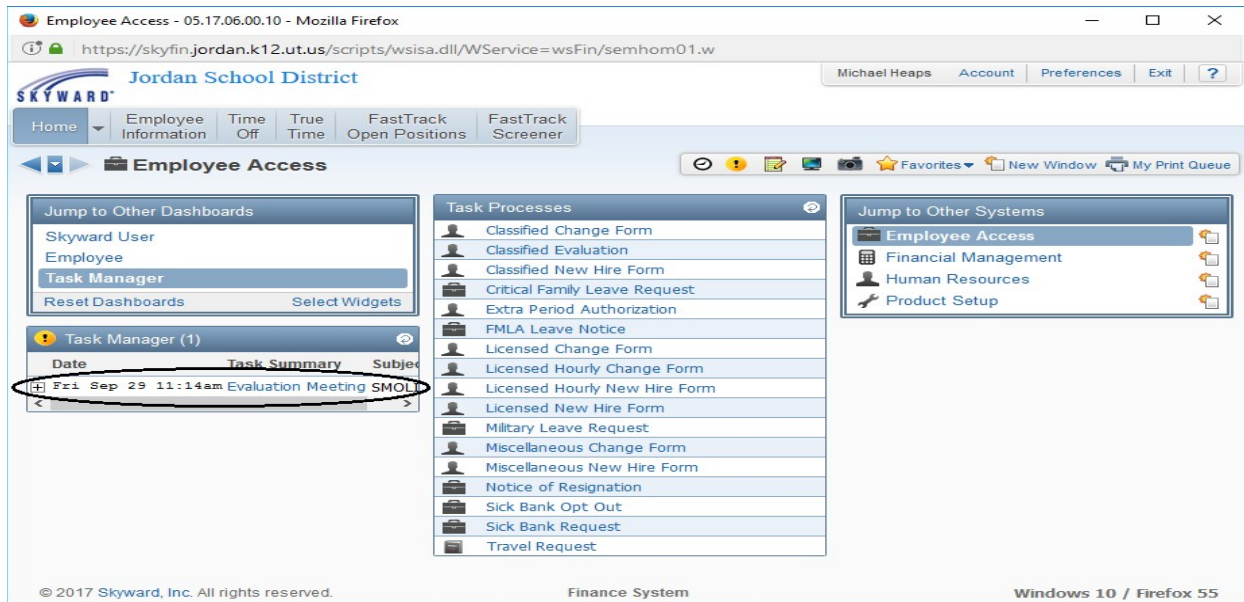
1. At the evaluation meeting, login to the Skyward Finance System.
2. Click the "Task Manager" link found in the "Jump to Other Dashboards" section.
3. Click the "Evaluation Meeting" link found in the "Task Manager" section.
4. Follow the online instructions.

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.

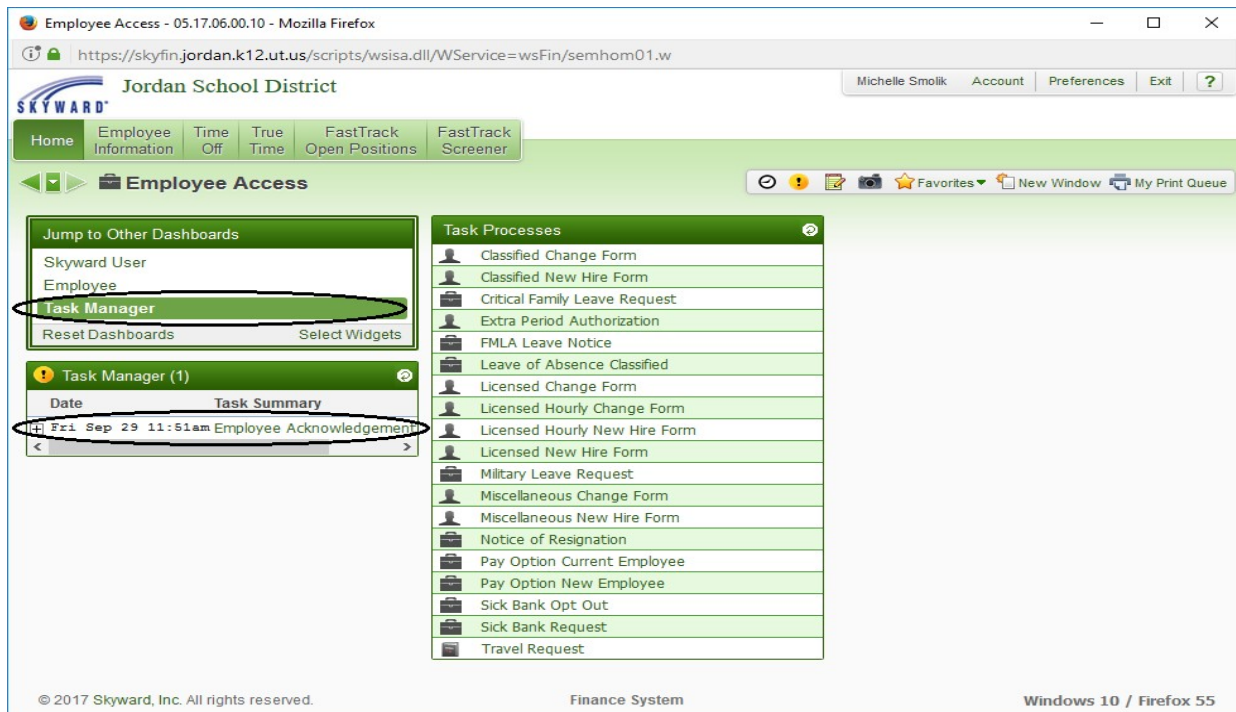
On step 4, click the “Employee Acknowledgement” button. This completes Task 2.

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.

The screenshot shows the 'Classified Evaluation Employee Acknowledgement' form. At the top, the user's information is displayed: Name: SMOLIK, MICHELLE R., Employee Type: Classified Cont, Building Code: 080. The 'Save' button is circled. The 'Employee Acknowledgement' section contains a statement: "I acknowledge my evaluation has been discussed with me. My acknowledgement does not necessarily indicate my agreement." Below this, the 'Date' is 10/01/2017 and the 'Name' is Michelle Smolik. A note instructs the user to click the Save button and check the 'Complete' box on the next screen. There is also a section for 'JES office use only'.

The Classified Evaluation System

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

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.

1. General

READ FIRST: Step 1 (General) - click the "Open" button, complete the Employee Acknowledgement form during the evaluation meeting, and click the "Save" button. Check the box marked "Complete." Step 2 (Notes) - add any notes that you want included in the confirmation email. Step 3 (Attachments) - add any attachments. Step 4 (Choose Next Task) - click the "Evaluator Acknowledgement" button and have the evaluator login and complete the "Evaluator Acknowledgement" task.

Custom Profile	Evaluation Employee Acknowledge Classified	Classified Evaluation Employee Acknowledgement
	Open	☒ Complete?

Step 1 of 4

[Next](#)

[Process History](#)

[Save and Finish Later](#)

[Reassign Task](#)

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.

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. Choose Next Task

Select the Next Task or return to a Previous Task

Select the button below to create the Next Task:

[Evaluator Acknowledgement \(HEAPS, MICHAEL S\)](#)

Select the button below to return to a Previous Task:

[Evaluation Meeting](#)

[Evaluator Assessment](#)

Employee Acknowledgement

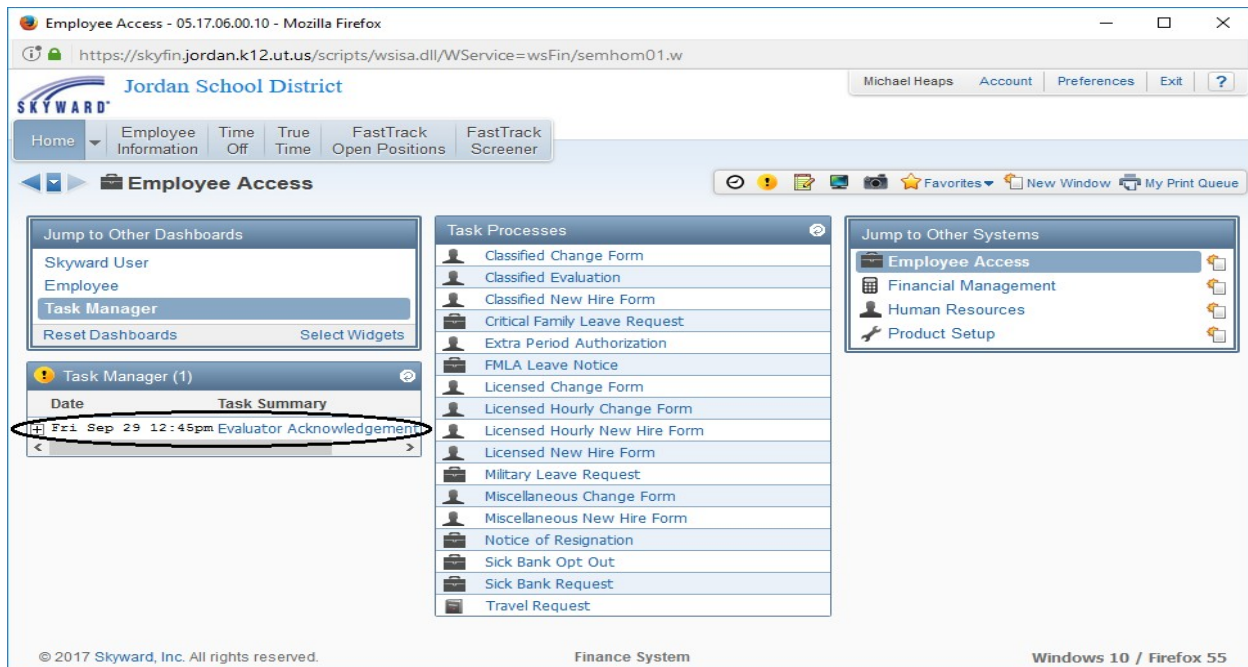
- General
- Notes
- Attachments
- Choose Next Task

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.

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

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

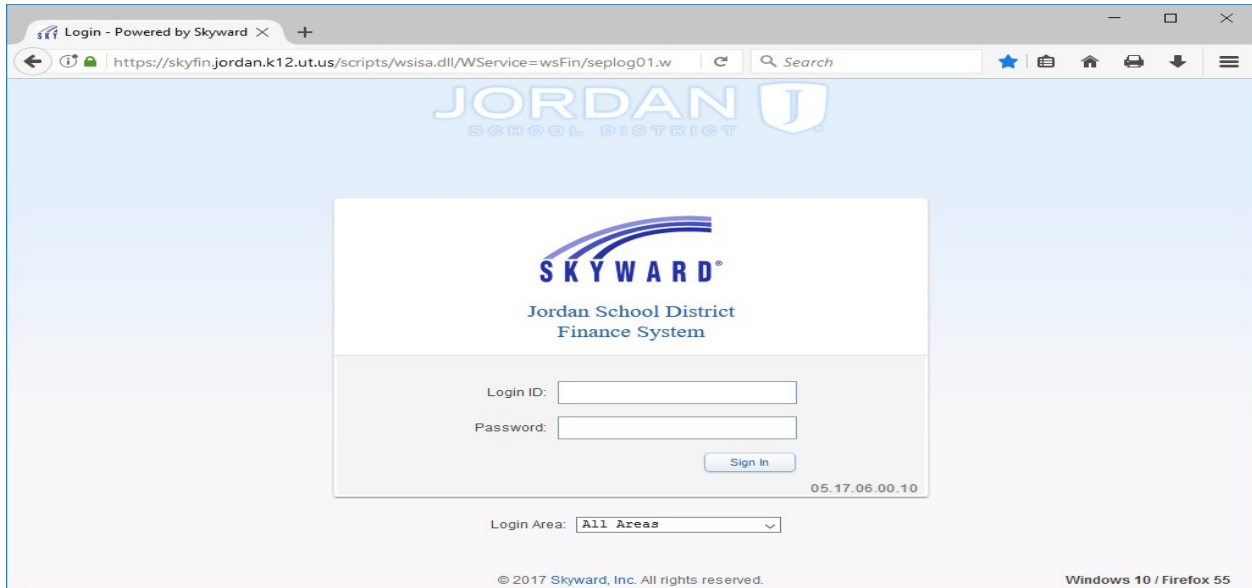
To move to step 4, click the “Next” button.

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”.

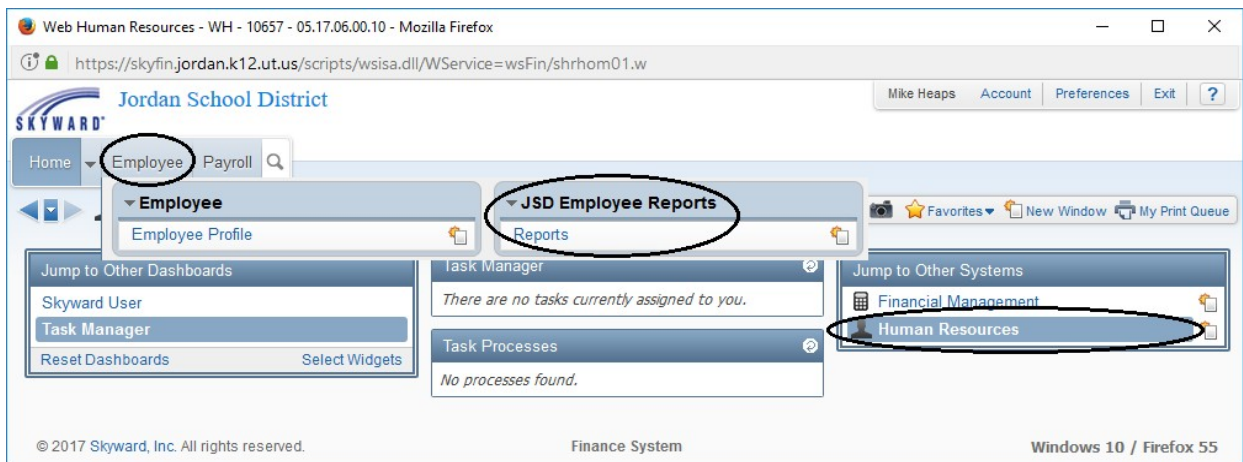
The Classified Evaluation System

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	
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**