I. Overview

- II. Task 1 Evaluator starts the Evaluation Assessment Form
- III. Task 2 Evaluator meets with the employee and completes Evaluation Assessment Form IV.

Task 3 – Employee completes the Employee Signature/Acknowledgement Form V. Task 4 –

Evaluator completes the Evaluator Signature/Acknowledgement Form VI. ESP Evaluation Report

I. Overview

The ESP 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 ESP 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 an "ESP 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.

II. Task 1 – Evaluator starts the Evaluation Assessment Form

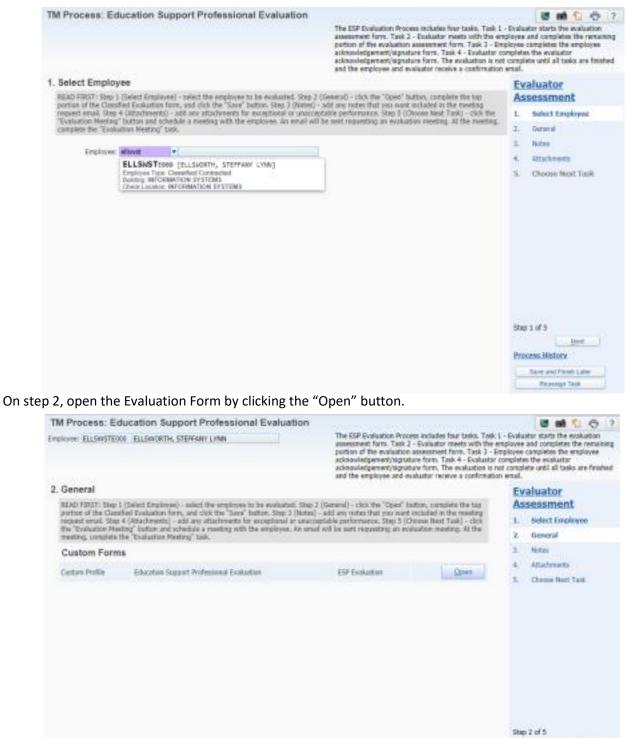
The evaluator will log in to Skyward Employee Access at https://skyfin.jordan.k12.ut.us

10 Login - Provided by Seyward × +			-	0	×
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	© 2017 Skyward, Inc. All sights renerved.		Windows 10	1.1 ii refo	K 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 "Education Support Professional Evaluation" link in the "Task Processes" section.

Empkyse Time True FastTrack Information Off Time Open Positions	FastTrack Screener	
Employee Access	0 • 🕞	😸 📾 🔐 Facelles 🕈 🎧 Harry Wandows 🤤 May Park Care
Jump to Other Dashbuards	Task Processes Ø	Jung to Other Systems
"Training Database" Skyward User Empkryse Teek Manager	Critical Family Leave Request Education Support Professional Change Form Education Support Professional Evaluation Education Support Professional New Hirs Form Education Support Professional New Hirs Form	Exployee Access Exployee Access Financial Management Human Resources Product Setup
Reset Dashboards Select Widgets	FHEA Leave Notice Struct to Rotern From Leave of Absence (1 Year) Loave of Absence Classified	Task Managor
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	Miltory Leve Request Miscelaneous Charge Form Niscelaneous New Hire Form Rotes of Resignation	
	Sick Rank Opt Dez Sick Bank Request Travel Request	

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



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Process Mistory Seve and Freek Later Receipt Test

On the Evaluation Form, complete the "Performance Areas", "Documentation" and "Recommended Status" sections. When finished, click the "Save" button. Click the "Next" button.

skyfintrn.jordan.k12.ut.us/scripts/wsisa.d1/WService=wsFinTm/qqudfedit050.w?isPopup=true		
ESP Evaluation		🗑 📾 🐿 🚭 (
Name: ELLSWORTH, STEFFANY L. Employee Type: Classified Co	nt Building Code: 000	Save Save Pret Back
Performance Areas	Eating (Click have for rating definitions)	
Attendance and Punctuality - Reports to work and meetings regularly and punctually	v	-
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 2 Strong	
Judgment - Shows good judgment and makes responsible decisions	3 Satisfactory	
Leaderskip 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	×	
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	×	
Quantity of Work - Completes all assigned duties which are expected of employees in similar positions	×	
Safety and Security - Completes all assigned duties safely and follows all District security procedures	~	
Technical Skills - Applies sound technical approaches to areas of responsibility with an overall technical competence	×	
Supervision - Completes performance evaluations on time and provides effective support and training	v	
Documentation Documentation is required for Exceptional and Unacceptable performance. Describe below or include attachment. Attach Steffory does great work.	mento can be added after saving the form.	
Recommended Status I Michael Heaps vill meet with the employee and recommend that the status of this em	nieras ha	
Professional Development The Professional Development Plan is completed together as part of the Evaluator and Employee Meeting. A plan is requi		

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.

Process: Education Support Professional Evaluation		👅 📾 🕤 🤠 🤋
VVEC ELLSWSTEDDD ELLSWORTH, STEFFANY LYNN	The ESP Evaluation Process includes four tasks. Ta assessment form. Task 2 - Evaluator meets with th portion of the evaluation assessment form. Task 3 acknowledgement/bigmature form. Task 4 - Evaluat acknowledgement/bigmature form. The evaluation and the employee and evaluator neosity a confirm	e employee and completes the remaining - Employee completes the employee tor completes the evaluator is not complete until all tasks are finished
Notes re are no records to display: check your filter settings.	× Dokin	Evaluator Assessment 1. Select Employee 2. General
A	- B X	3. Notes
(f) Tack - 05.21.08.00.08 - Google Chrome		Attachments
skyfintmjordan.k12.utus/scripts/wsisa.dll/WService=wsFinTm/qwk	fwasgnedit000.w?isPopup=true	5. Choose Next Task
Task	🖉 📾 🕤 😳 ?	
Information	Save	
Process Description: Education Support Professional Evaluation	Beck	
Task Summary: Evoluator Assessment		
Task Instructions: READ FIRIST: Step 1 (Select Employee) - select the emplo Step 2 (Deserval) - click the "Open" button, complete the I Classified Evaluation form, and click the "Sever" button. S any notes that you want included in the meeting request of (Intro-Invested) - soft severatorians for exceptional record	ap partion of the tap 3 (Notes) - add w email, Step 4	
Notes		
* Your Notes: Can we meet on Friday at 1:00 pm to complete your evaluation	et	
" Your Notes: Can we meet on Priday at 1:00 pm to complete your evaluation	e	Step 3 of 5 Dreviews Hert
" Your Notes: Can we meet an Priday at 1:00 pm to complete your evaluation Previous Netes:	et Constantino de la constantino de la const	

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.

	Cation Support Profes		The Kill Furthable: Process inducts from tasks. Its ansamment form, Task 2 - Evidence means with the protein of the evidences associated from Task 4 - Eviden admonite/parent/spiniters from Task 4 - Eviden admonite/parent/spiniters from Task associates a conferm	e amplexes and completes the remaining Texployee completes the emplexee or completes the evolution a set completes and all tasks are feated
Restoration and inclusion of the second	ine . 1918 : Cope Solar	Insulant Fra	San Houston - 10 - 10 Marcel 107 - 10 Marcel 107 - 107 - 107	Evaluator Assessment 1. Sciet Custow 2. Seeral 1. Nov.
And a second second second				5. Chrone Kent Tail
Salara Social Autorit				Step 4 of 5

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: Education Support Professional Evaluation	8 M 9 6 7
Employee: ELLSHISTEGOD BLLSWORTH, STEPEWAY LYNN	The ESP Evaluation Process includes four tasks. Task 1 - Evaluator starts the evaluation assessment from. Task 2 - Evaluator meets with the encloyee and completes the remaining portion of the evaluation assessment form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. Task 4 - Evaluator completes the evaluator acknowledgement/signature form. Task 4 - Evaluator is not complete until all tasks are finished and the employee and evaluator receive a confirmation enail.
5. Choose Next Task	Evaluator
Select the Next Task	Assessment
Select the batton below to create the Next Task:	1. Select Employee
Evaluation Maning average webcering	2. General
	3. Notes
	4. Attachmenta
	5. Choose Next Task
	Etep 5 of 5 Eventses
	Soren and Fertula Later Researcy: Taxa
	nlo Empil

Sample Email

Subject:	ESP Evaluation - Request for Meeting STEPFANY LYNN ELLSWORTH
From:	noneply@jundandistrict.org
Tec	stefany elsworth@jorcandistrict.org
Date:	Not Sent

MICHAEL S HEAPS has started the ESP Evaluation process for STEFFANY LYNN ELLSWORTH A meeting is requested to periors the ESP Evolution Assentated form.

Note: >>>> Can we meet on Finday at 1:00 pm to complete your Classified Evaluation? (MICHAEL S HEAPS, Fri Sep 24, 3:08 PM)

Evaluation Status

- Task 1 (COMPLETE) Evaluator Assessment Evaluator starts the evaluation assessment form.
- Task 2 (Di-PROGRESS) Evaluation Meeting Evaluator meets with the employee and complete: the evaluation assessment form. Task 3 (DiCOMPLETE) Employee Acknowledgement Evaluator complete: the employee acknowledgement signature form. Task 4 (DiCOMPLETE) Evaluator Acknowledgement Evaluator complete: the evaluator acknowledgement signature form.

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

Evaluator Instructions:

- At the evolution meeting, log in to the Skywood Finance System.
 Click the "Task Minages" ink found in the "Jump to Other Dubbouch" section.
- 3. Click the "Evaluation Meeting" link found in the "Task Manager" section.

4. Follow the online instructions:

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.kl2.ut.us

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

Jump to Other Dashboards	Tank Processes	Jump to Other Systems
Training Database Skyward User Employee Train Memory Menot Dechtoards Select Weigets Train Memory (1) Cete Task Summary Subject	Critical Family Leave Request Education Support Professional Duringe Farm Education Support Professional Evaluation Education Support Professional New Hell Farm Education Support Professional New Hell Farm Education Support Professional New Hell Farm FMLA Leave Notice Fill Leave In Assertion Leave of Absence (1 Year) Essave of Assertia Casafred Uconsed Change Form Education Hearty Change Farm	
E Thy Sep 23 1:32ph Evaluation Meeting BLLSWORTH,	Licensed Hearly New Hire Form Licensed New Hire Form Mildary Leave Request Minoflameous Change Form Macellameous New Hire Form Motice of Resignation Sick Bank Opt Out Sick Bank Opt Out Travel Request Travel Request	

On step 1, open the ESP Evaluation Form by clicking the "Open" button.

On the ESP Evaluation Form, complete the "Professional Development" section. When finished, click the "Save" or "Save and Print" button.

relopment
elopment Plan is completed together as part of the Evaluator and Employee Meeting. A plan is required for Unacceptable performance.

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.

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

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

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.

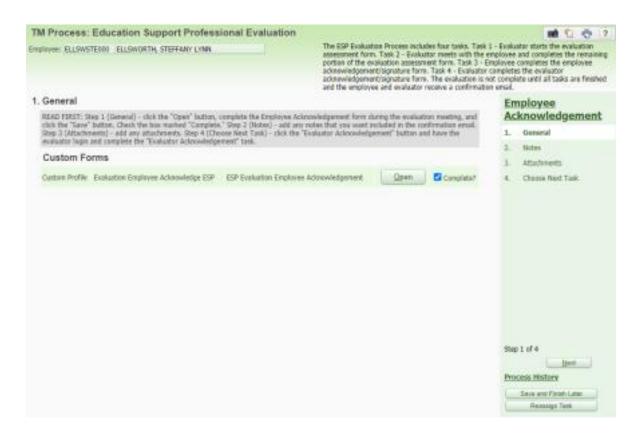
Jordan School District		Stefany Elsevelth Account Preferences Ent
Contact Access Administration Atministration		
Jump to Other Deshboards	Task Processes O	Aung to Other Systems
"Training Database" Finance Employee Tath Ministration Reset Destacards Select Widgets	Dritical Family Leave Request Education Support Institutional Change Fam Education Support Institutional New Hire Fam Education Support Institution FMLA Leave Nation Intent to Ratum Prom Leave of Absence (1 Year) Leave of Absence Clearing	Employee Access Financial Management Human Resources Wodect Setup
Task Manager (1) Date Task Surrenary Subject Tro tep 21 1.142pt Employee Actoowledgement BLLSW	Loomed Change Form Loomed Hourly Change Form Loomed Hourly New Hire Form Domeed New Hire Form	
	Millary Leave Request Miscellaneous Change Form Miscellaneous New Hore Form Notice of Resignation Fay Option Current Employee Fay Option Current Employee Fay Option New Engloyee	
	Sick Bank Opt Out Sick Bank Reguest Travel Request	

On step 1, open the ESP Evaluation Employee Acknowledgement Form by clicking the "Open" button.

Employee enters today's date and their name. When finished, click the "Save" button.

ESP Evaluation Employee Acknowledgement	📾 🐒 🦁 🖓
Name: ELLSWORTH, STEFFANY L. Employee Type: Classified Cont Building Code: 000	Save Save and Print Eack
Employee Acknowledgement	
I acknowledge my evaluation has been discussed with me. My acknowledgement does not necessarily indicate my agreement.	
Dute 10/10/2021 Name Steffarty Elsworth	
Click the Save button, then check the box marked Complete on the next screen before continuing.	
For JES office use only:	

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 "Evaluator Acknowledgement" button. This completes Task 3.

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

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

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

	E-state - state - stat	
Jump to Other Dashboards	Task Processes	Jump to Other Systems
	Critical Family Leave Request	Employee Access
Skyward User	Education Support Professional Change Form	Financial Management
	Education Support Professional Evaluation	
Employee	Education Support Professional New Hire Form	Human Resources
Task Manager	Extra Period Authorization	Product Setup
Reset Dashboards Select Widgets	FMLA Leave Notice	0
	intent to Return From Leave of Absence (1 Year)	
Task Manager (1)	Leave of Absence Classified	
	Licensed Change Form	
Date Task Summary Subject	1 Licensed Hourly Change Form	
#r1 sep 24 3:30pm Evaluator Acknowledgement ELLSWO	Licensed Hourly New Hire Form	
	1 Licensed New Hire Form	
	Military Leave Request	
	Miscellaneous Change Form	
	1 Miscellaneous New Hire Form	
	Notice of Resignation	
	1 Sick Bank Opt Out	
	💼 Sick Bank Request	
	Travel Request	

On step 1, open the ESP Evaluation Evaluator Acknowledgement Form by clicking the "Open" button. Evaluator enters today's date and their name. When finished, click the "Save" button.

ESP Evaluation Evaluator Acknowledgement	👿 📾 🕤	Q ?
Name: ELL SWORTH, STEFFANY L. Employee Type: Classified Cont Building Code: 080	(Save Save and Print Back
Evaluator Acknowledgement	1	
I acknowledge that I have met with the employee and reviewed their evaluation.		
Date 10/10/2021 Name Michael Heaps		
Click the Save button, then check the box marked Complete on the next screen before continuing.		
For JES office use only:		
A		

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".

VI. ESP Evaluation Report

Schools and departments can run the "ESP Evaluation Report" containing a list of employees with their most recent evaluation and their current year evaluation status. The head secretary or administrator will login to the Skyward Finance System at <u>https://skyfin.jordan.k12.ut.us</u>



In the "Human Resources" system, click the "Reports" link in the "JSD Employee Reports" section and select the "ESP Evaluation Status Report".

Jordan School District	Mike Heaps Account Preferences Exit ?
Home Employee ayroll Q	
	zueue
- Employee	JSD Employee Reports
Employee Profile	Neads 1
Task Manager	Task Processes
Reset Dashboards Select Widgets	No processes found.

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

4j#dcla#eval01.p 03-4 05.21.06.00.02			Jordan School D RSP Rvaluation Sta				09/24/21	Page:1 3:52 PM
			$\boldsymbol{\mathcal{C}}$	Last Evaluation)			\frown
		Eval Date Evaluator	Recommended Status	_	Date Signed	Evaluator Signature	Date Signa	Current Year Status
043 06/2								**Incomplete**
043 08/1	17/20						(**Incomplete**
043 04/1 043 08/1		01/28/20	Regular Contract Regular Contract		01/28/20		01/28/20	**Incomplete**

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