

The ESP Evaluation System

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.

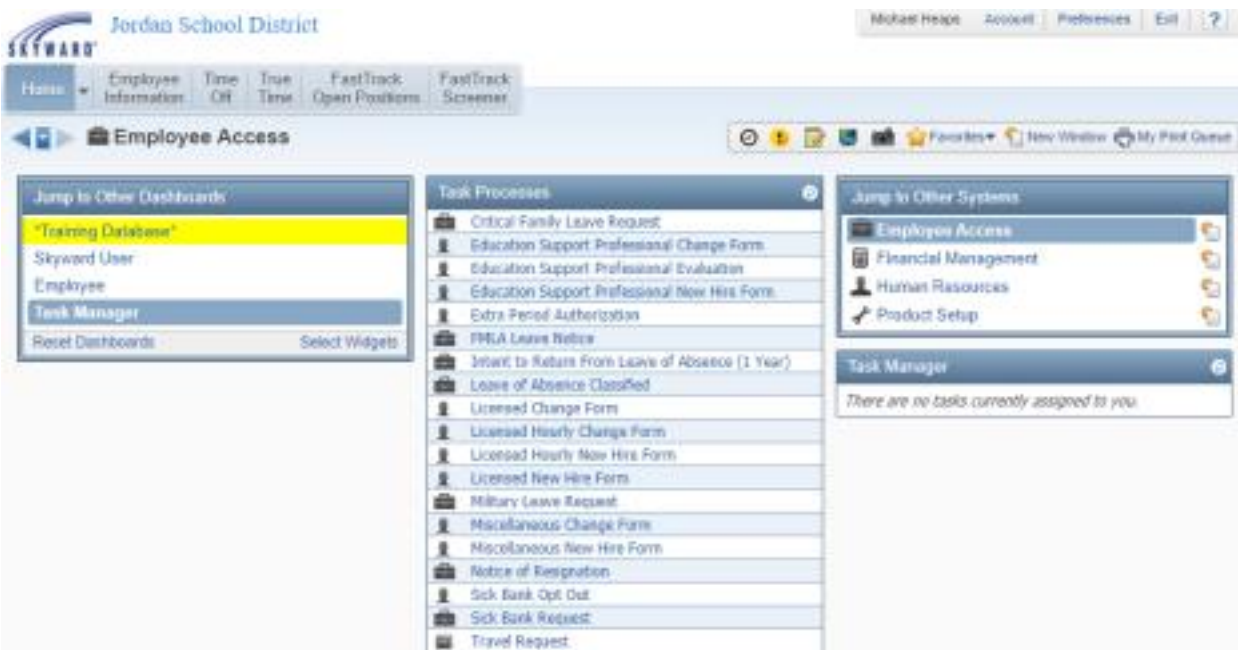
The ESP Evaluation System

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>



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.



The ESP Evaluation System

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.

The screenshot shows the 'TM Process: Education Support Professional Evaluation' interface. At the top, there is a title bar and a description of the evaluation process. The main content area is titled '1. Select Employee' and includes a 'READ FIRST' section with instructions. Below this is an 'Employee' search field with a dropdown menu showing a list of employees. The selected employee is 'ELLSHST000 [ELLSWORTH, STEFFANY LYNN]'. To the right, there is a sidebar titled 'Evaluator Assessment' with a list of tasks: 1. Select Employee, 2. General, 3. Notes, 4. Attachments, and 5. Choose Next Task. At the bottom right, there are buttons for 'Next', 'Process History', 'Save and Finish Later', and 'Reassign Task'.

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

The screenshot shows the 'TM Process: Education Support Professional Evaluation' interface at Step 2: General. The 'Employee' field now contains 'ELLSHST000 [ELLSWORTH, STEFFANY LYNN]'. The main content area is titled '2. General' and includes a 'READ FIRST' section with instructions. Below this is a 'Custom Forms' section with a table showing the selected form: 'Education Support Professional Evaluation' with the 'ESP Evaluation' form open. To the right, the 'Evaluator Assessment' sidebar is the same as in Step 1. At the bottom right, there are buttons for 'Next', 'Process History', 'Save and Finish Later', and 'Reassign Task'.

The ESP Evaluation System

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

ESP Evaluation - 05/21/06/00/08 - Google Chrome
 slyfintn.jordan.k12.ut.us/scripts/wssa.dll/WService=wsFinTrm/qqudled#050w/itsPopUp=true

ESP Evaluation

Name: ELLSWORTH, STEFFANY L. Employee Type: Classified Cont Building Code: 000

Save
Save and Print
Back

Performance Areas	Rating (Click here for rating definitions)
Attendance and Punctuality - Reports to work and meetings regularly and punctually	
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 3 Satisfactory 4 Improving 5 Unacceptable
Judgment - Shows good judgment and makes responsible decisions	
Leadership Skills - Motivates, supports and inspires others	
Planning and Organization - Effectively identifies, organizes and completes work on schedule	
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	

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

Steffany does great work.

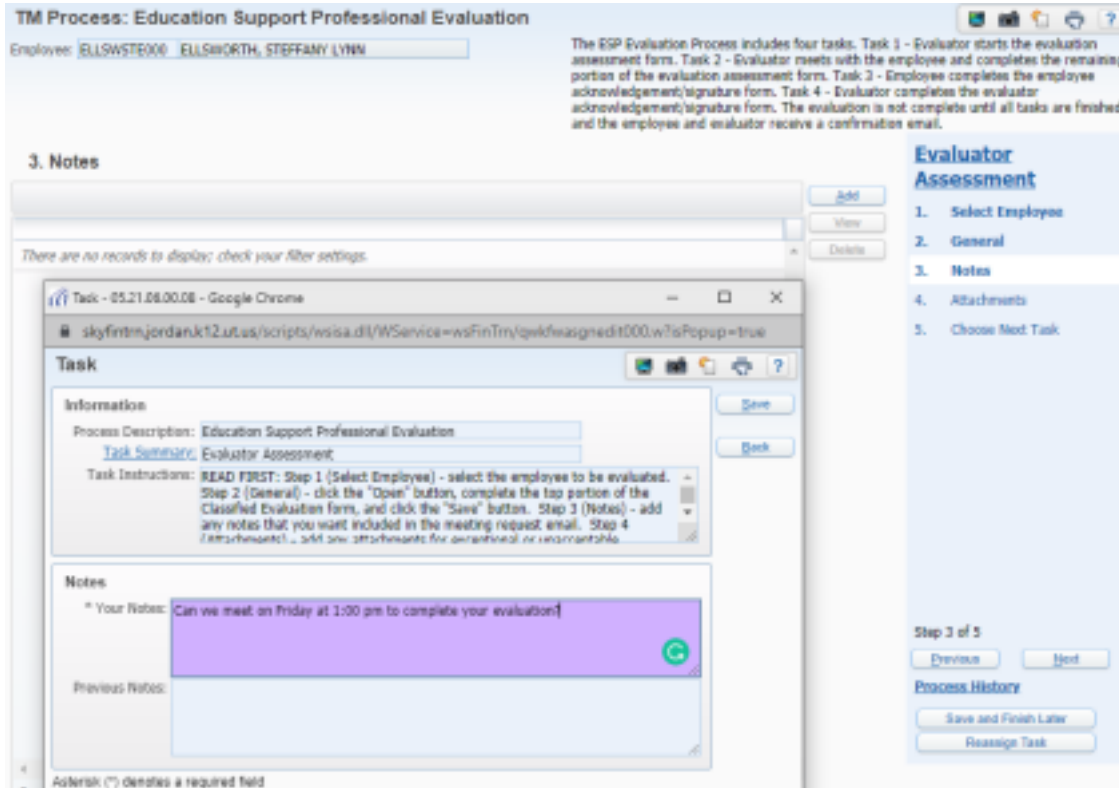
Recommended Status
 1 Michael Heaps will meet with the employee and recommend that the status of this employee be

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

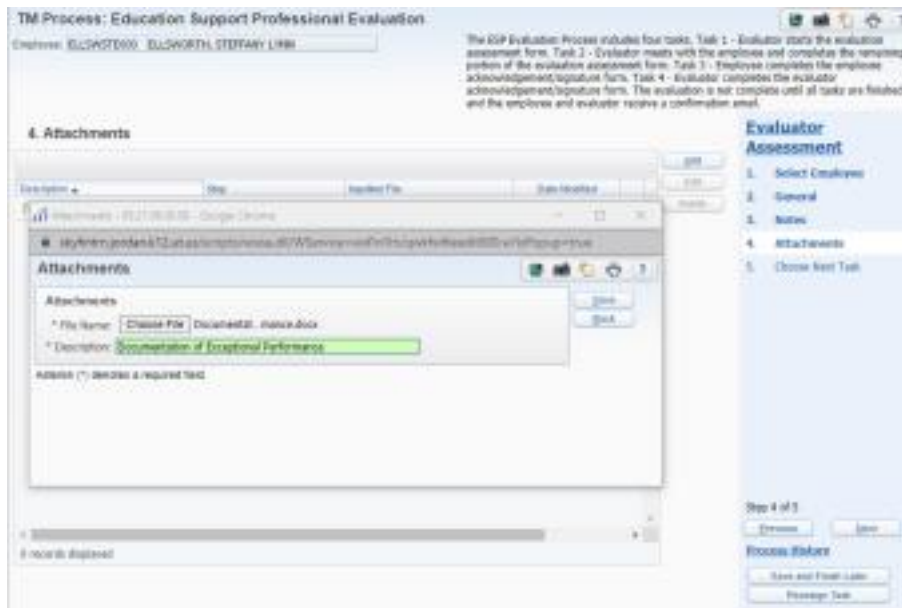
Goals

The ESP 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.



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 ESP 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: Education Support Professional Evaluation

Employee: ELLSWORTH, STEFFANY LYNN

The ESP 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

- Select Employee
- General
- Notes
- Attachments
- Choose Next Task**

Step 5 of 5

[Previous](#)

[Process History](#)

[Save and Finish Later](#)

[Reassign Task](#)

Sample Email

Subject:	ESP Evaluation - Request for Meeting STEFFANY LYNN ELLSWORTH
From:	noreply@jordanisdistrict.org
To:	steffany.ellswoth@jordanisdistrict.org
Date:	Not Sent

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

Note: >>> Can we meet on Friday 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 (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:

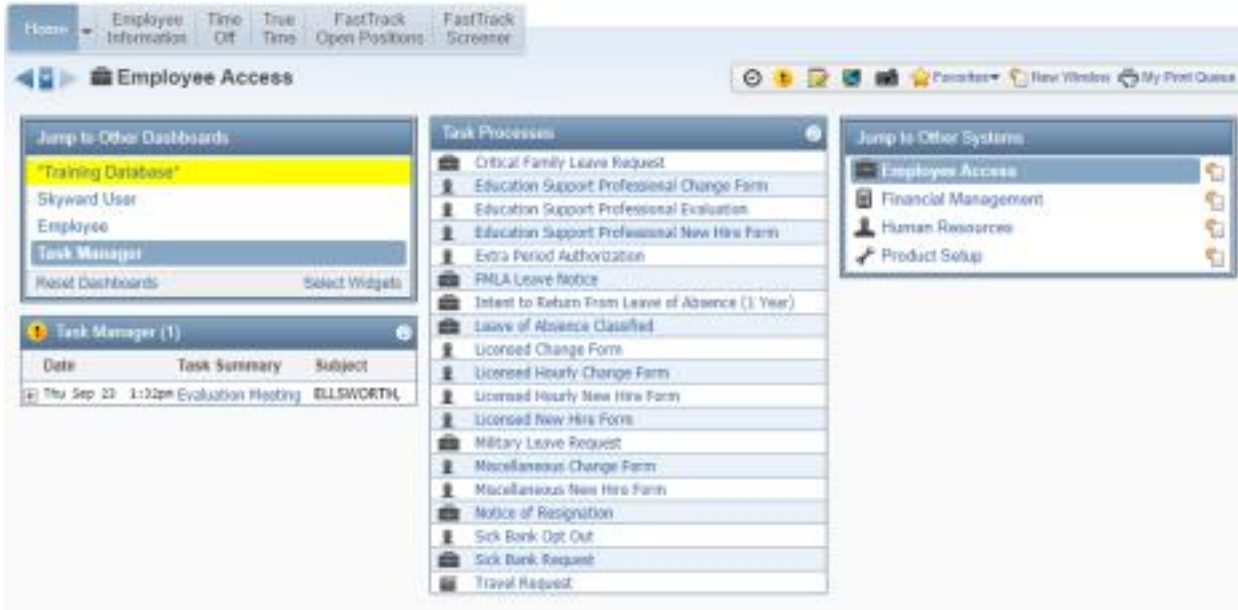
- At the evaluation meeting, log in to the Skyward Finance System.
- Click the "Task Manager" link found in the "Jump to Other Dashboards" section.
- Click the "Evaluation Meeting" link found in the "Task Manager" section.
- Follow the online instructions.

The ESP 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 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.

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.

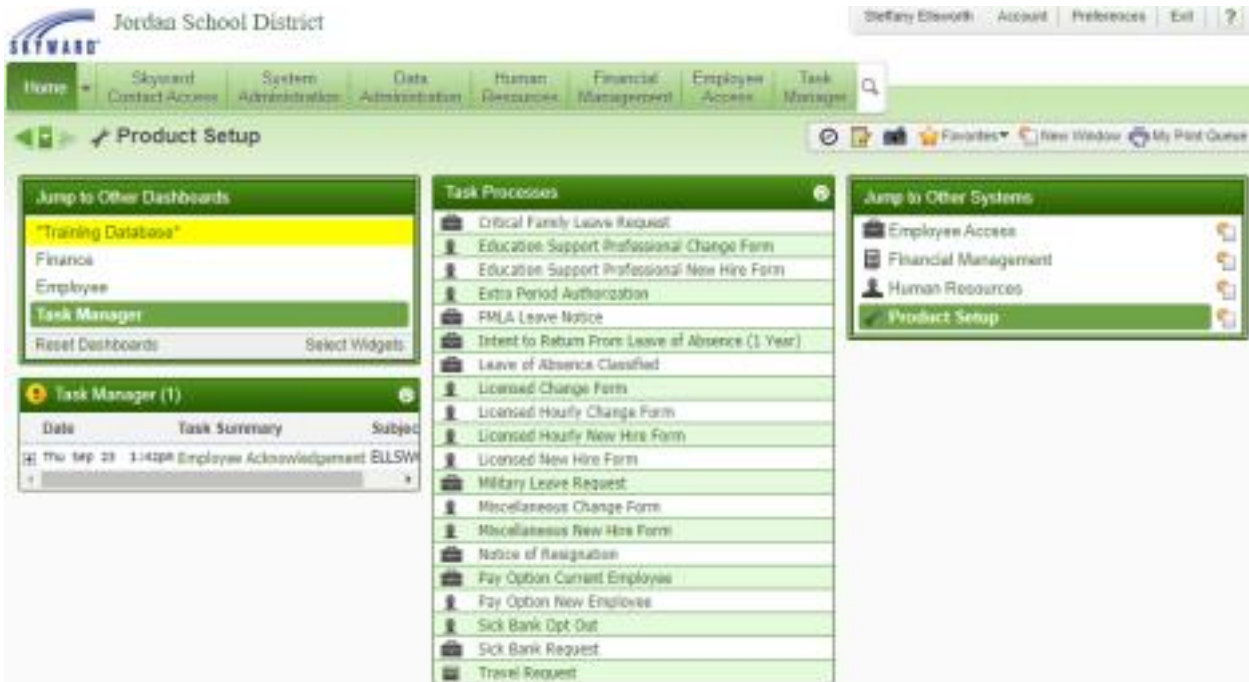
On step 4, click the “Employee Acknowledgement” button. This completes Task 2.

The ESP 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 ESP Evaluation Employee Acknowledgement Form by clicking the “Open” button.

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

A screenshot of the "ESP Evaluation Employee Acknowledgement" form. At the top, it displays the user's information: "Name: ELLSWORTH, STEFFANY L. Employee Type: Classified Cont Building Code: 000". There are "Save", "Save and Print", and "Back" buttons on the right. The main form area contains the text: "I acknowledge my evaluation has been discussed with me. My acknowledgement does not necessarily indicate any agreement." Below this, there are input fields for "Date" (filled with "09/10/2021") and "Name" (filled with "Steffany Ellsworth"). A note says: "Click the Save button, then check the box marked Complete on the next screen before continuing." At the bottom, there is a section for "For JES office use only:" with a large empty text area.

The ESP Evaluation System

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

The screenshot shows a web application interface for the 'TM Process: Education Support Professional Evaluation'. At the top, it displays the employee name 'ELLSWORTH, STEFFANY LYNN' and a brief overview of the four-task evaluation process. The main content area is titled '1. General' and includes a 'READ FIRST' section with instructions for each step. Below this is a 'Custom Forms' section with a table listing forms, including 'Evaluation Employee Acknowledge ESP'. An 'Open' button and a checked 'Complete?' checkbox are visible next to the selected form. On the right side, there is a sidebar titled 'Employee Acknowledgement' with a list of steps: 1. General, 2. Notes, 3. Attachments, and 4. Choose Next Task. At the bottom right, there are buttons for 'Step 1 of 4', 'Process History', 'Save and Finish Later', and 'Reassign Task'.

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

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

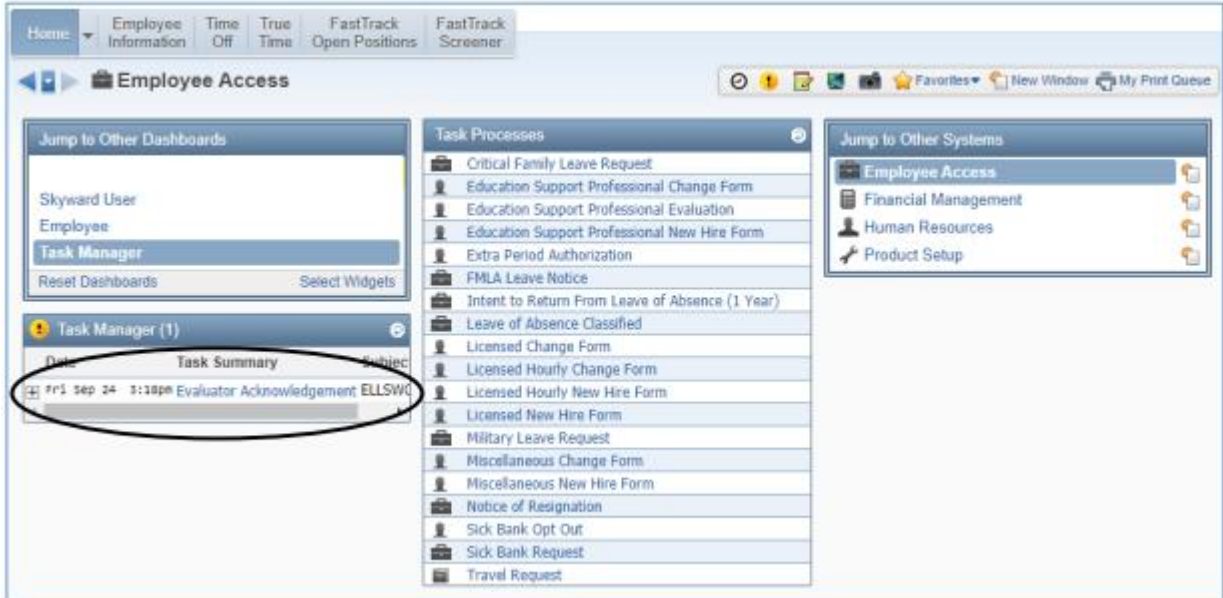
On step 4, click the “Evaluator Acknowledgement” button. This completes Task 3.

The ESP Evaluation System

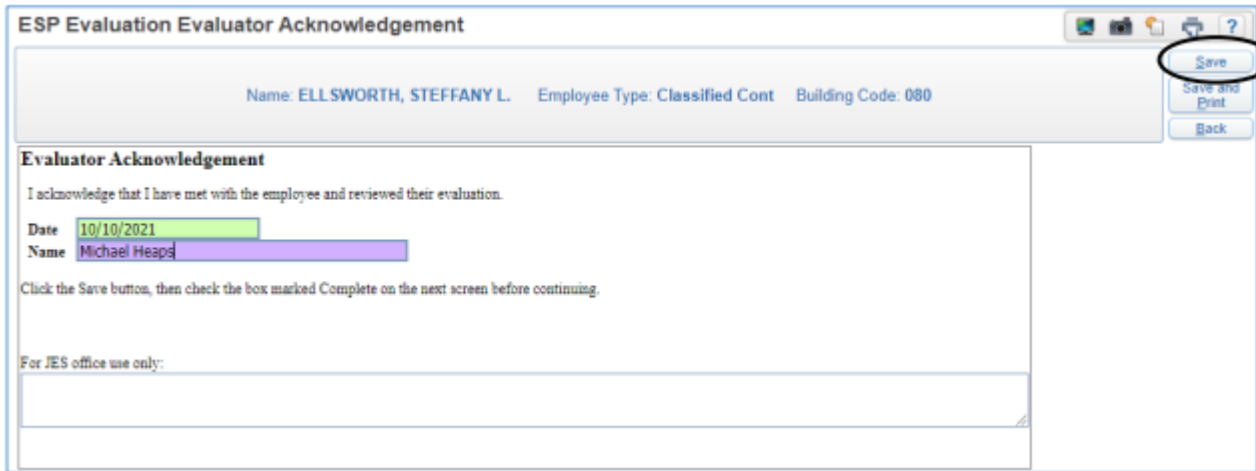
V. Task 4 – Evaluator completes the Evaluator Signature/Acknowledgement Form

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 ESP 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”.

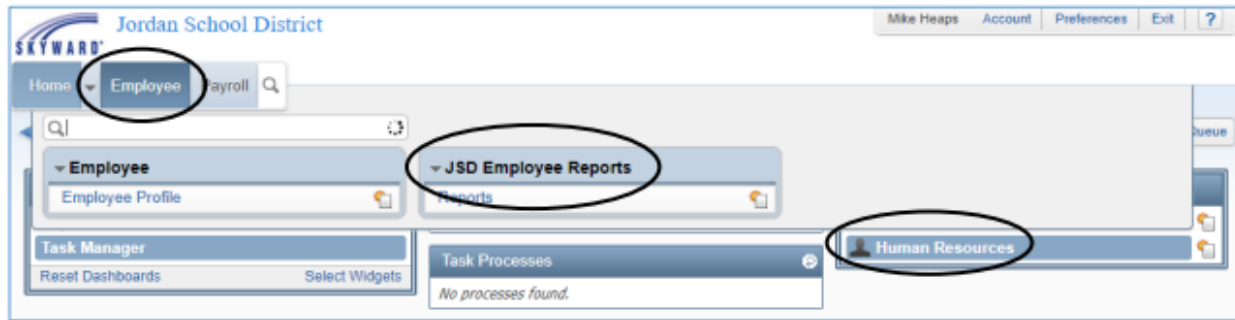
The ESP Evaluation System

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 <https://skyfin.jordan.k12.ut.us>



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



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

Employee Name	Loc	Hire Date	Term Date	Eval Date	Evaluator	Recommended Status	Employee Signature	Date Signed	Evaluator Signature	Date Signed	Current Year Status
	043	04/22/21									**Incomplete**
	043	12/30/20									**Incomplete**
	043	08/17/20									**Incomplete**
	043	04/18/07		01/28/20		Regular Contract		01/28/20		01/28/20	**Incomplete**
	043	08/15/07		01/28/20		Regular Contract		01/30/20		01/30/20	**Incomplete**