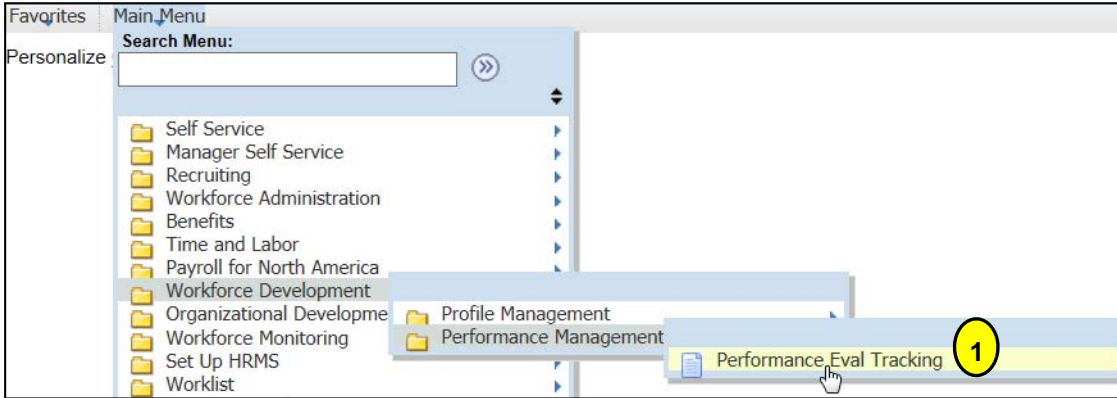


Entering a Performance Evaluation Summary into PeopleSoft

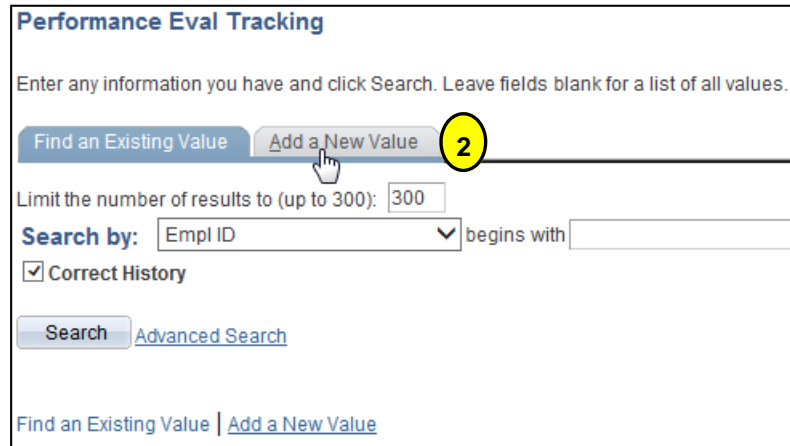
Once a performance evaluation is completed for any salaried employee, classified or certificated, the manager or evaluator enters the outcome of the evaluation into PeopleSoft as shown below.

1. In PeopleSoft HCM navigate to:

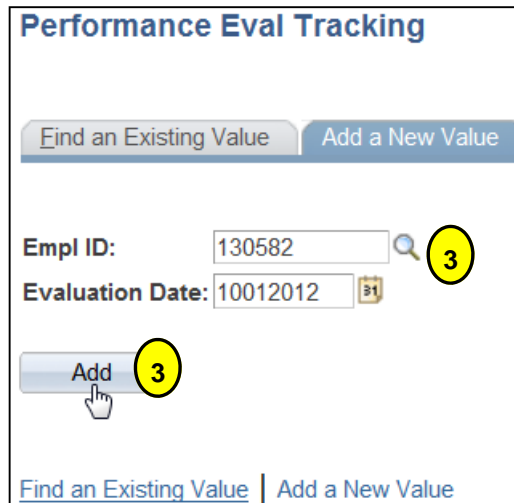
Workforce Development > Performance Management > Performance Eval Tracking



2. Click **Add a New Value**



3. Enter the **Empl ID** of the employee who was evaluated, and the **Evaluation Date** on which the performance evaluation was conducted. Click **Add**.



Entering a Performance Evaluation Summary into PeopleSoft

4. The Performance Evaluation Tracking page displays the salaried assignment(s) of the employee at the time the evaluation was conducted. Click the magnifying glass beside the **Performance Evaluation Form** field to select the evaluation form that was used to evaluate the employee.

Job Code	Job Title	FTE	Location	Location Description	Employee Class
1 6450M	Noon Duty Assistant	0.225000	0166A	Kumeyaay Elementary	Probationary Classif

Select one of the choices shown below:

Look Up

Select one of the following values:

- CADM Certified Administrator
- COTH Non-Classroom Certified
- CTCH Classroom Teacher
- LNON Classified Non-Sup Non-Para
- LPRA Classified Paraprofessional
- LSUP Classified Supervisory

Cancel

5. If the evaluation was unscheduled (classified) or a special evaluation (certificated), select the checkbox. (If not, leave it blank.) Then select the overall performance rating. These fields will change depending on which performance evaluation form was selected in *Step 4* above.

Sample Classified Evaluation Form:

Evaluation Summary

*Performance Evaluation Form Classified Non-Sup Non-Para

Unscheduled Report: 5

Classified Non-Sup Non-Para

5 Unsatisfactory Requires Improvement Meets Standards Exceeds Standards

Evaluator Supervisor / Rater

Evaluator Rater Job Code:

Last updated by:
Last Update Date/Time

Save Notify Add Update/Display Correct History

Entering a Performance Evaluation Summary into PeopleSoft

Sample Certificated Evaluation Form:

Evaluation Summary

*Performance Evaluation Form Classroom Teacher

Special Eval/Expedited Special Eval: 5

Classroom Teacher

Unsatisfactory Requires Improvement Effective Skip Year

Evaluator Supervisor / Rater

Evaluator Rater Job Code:

Last updated by:
Last Update Date/Time

Save Notify Add Update/Display Correct History

6. In the Evaluator Supervisor/Rater field, enter the employee ID of the person who evaluated or rated the employee. To search for the employee ID by name, click the magnifying glass beside the Evaluator Supervisor/Rater field, then click **Advanced Lookup** and type the last name of the evaluator. The evaluator's name, job code, and job title as of the Evaluation Date appears.

Evaluator Supervisor / Rater 6 Chris Doe

Evaluator Rater Job Code: 1305 Principal

7. Click Save. The employee ID and name of the last person to save the record appears at the bottom right, with the date and time the record was last saved.

Evaluator Supervisor / Rater Chris Doe

Evaluator Rater Job Code: 1305 Principal

Last updated by: 122165 Chris Doe

Last Update Date/Time 04/17/13 12:48:13PM

Save 7 Notify Add Update/Display Correct History

The entry of the Performance Evaluation Summary is now complete

Performance Eval Tracking

Empl ID 130582 Chris Doe Evaluation Date 10/01/2012

Job Code	Job Title	FTE	Location	Location Description	Employee Class
1 8450M	Noon Duty Assistant		0.225000 0166A	Kumeyaay Elementary	Probationary Classif

Evaluation Summary

*Performance Evaluation Form Classified Non-Sup Non-Para

Unscheduled Report:

Classified Non-Sup Non-Para

Unsatisfactory Requires Improvement Meets Standards Exceeds Standards

Evaluator Supervisor / Rater Chris Doe

Evaluator Rater Job Code: 1305 Principal

Last updated by: 122165 Chris Doe

Last Update Date/Time 04/17/13 12:48:13PM

Save Notify Add Update/Display Correct History