



1.0 SCOPE

- 1.1 This procedure describes the steps necessary to enter a teacher's performance evaluation using the new New York State approved APPR, 2011 Danielson Teachscape Rubric and the ePerformance module in PeopleSoft 9.1.
- 1.2 For the 2011-2012 school year, the evaluation will consist solely of the teacher's final evaluation document using the teacher-selected evaluation method.
- 1.3 For the 2012-2013 school year and beyond, the evaluation process will include steps for goal setting, peer evaluation and formal observations, in addition to the final evaluation.

2.0 RESPONSIBILITY

- 2.1 The school principal has the ultimate responsibility to ensure that all performance evaluation steps for all District personnel at his/her school are completed in a timely fashion. Some portions of the process, at the discretion of either the principal and/or teacher (and per the terms of the respective bargaining unit CBA's), may be completed by someone other than the principal.

3.0 APPROVAL AUTHORITY

- 3.1 No approval process has been specified or designed into the ePerformance system.

4.0 DEFINITIONS

- 4.1 **APPR:** Annual Professional Performance Review.
- 4.2 **2011 Danielson Teachscape Rubric:** The Teachscape rubric is a state approved evaluation rubric to fulfill the requirements of the Annual Professional Performance Review (APPR). All teachers at East High School, Dr. Freddie Thomas High School, School #53, teachers of math or ELA in grades 4 through 8 (inclusive) and any new teachers to the District are required to use this rubric in the 2011-2012 school year. Other teachers may elect to use the new rubric, though a different rating scale will be applied (and as approved by the District and RTA). Next year, all teachers will be required to use the Teachscape rubric.
- 4.3 **Document Type:** identifies certain groups of employees, for example, RTA.
- 4.4 **Template:** identifies the evaluation form that is used to evaluate each employee's annual performance, for example, Teachscape_60%.
- 4.5 **Empl Class:** An employee's classification in the PeopleSoft system. For a teacher, this might be tenured or non-tenured.
- 4.6 **Job Title:** the job title should be an accurate description of the type of work that an employee is currently performing. The job title is associated with the specific Job Code for the employee's current position.
- 4.7 **Plan/Grade:** Aligns the employee's job title to the appropriate bargaining unit and salary bracket.
- 4.8 **Tenure Status:** An employee's employment status (e.g., 1st probationary, tenure, substitute, etc.).
- 4.9 **Career Level:** The employee's career level within their current job (e.g., Professional, Resident, Intern, etc.).



5.0 PROCEDURE

- 5.1 Navigate to your performance documents as previously described in the *ePerformance Navigation Basics* work procedure. (Navigation: **Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents**). Note: the Current Performance Documents page will show all employees in your department. The snapshot below only shows a subset of this manager’s evaluation documents.

Documents you own					
Employee	Document Type	Begin Date	End Date	Job Title	Status
Barney Rubble	RTA	09/01/2011	06/30/2012	Tchr-Elem 4-6	In Progress
Barney Rubble	Formal Observation	09/01/2011	06/30/2012	Tchr-Elem 4-6	In Progress
Betty Rubble	RTA	09/01/2011	06/30/2012	TCHR-SPEC ED	In Progress
Betty Rubble	Formal Observation	09/01/2011	06/30/2012	TCHR-SPEC ED	In Progress

- 5.2 Click on the [RTA](#) link next to the employee whose evaluation you want to complete. For purposes of this example, we’re going to use the first name in the list, Barney Rubble.

This example assumes that you have completed the goal setting step for the selected employee. If not, refer to the ePerformance Job Aid, *Bypassing the Goal Setting Step*, and complete the goal setting for this employee. Once that has been completed, your screen should look similar to the screen shown at the top of the following page.



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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6
RTA: 09/01/2011 - 06/30/2012

Performance Document Details			
Employee:	Barney Rubble	Job Title:	Tchr-Elem 4-6
Document Type:	RTA	Period:	09/01/2011 - 06/30/2012
Template:	RTATeachscape 2011 w/ PART_60%	Document ID:	329
Manager:	Mister Slate	Status:	In Progress

Document Progress				
Step	Status	Due Date	Action	Next Action
Set Goals	✓ Completed	09/30/2011	View	
Nominate Participants	○ Not Started	02/06/2012		Start
Track Nominations	○ Not Started	02/06/2012		
Review Participant Evaluations	○ Not Started	06/30/2012		
Complete Manager Evaluation	○ Not Started	06/30/2012		Start

[Return to Select Documents](#)

5.3 Select the [Start](#) link in the *Next Action* column for the *Complete Manager Evaluation* step.

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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Performance Document - RTA

Manager Evaluation

Barney Rubble, Tchr-Elem 4-6
RTA: 10/01/2011 - 06/30/2012

Author: Mister Slate **Role:** Manager
Status: In Progress **Due Date:** 06/30/2012
Approval: Not Required

Employee Data	
Empl ID:	9913002
Department:	25104 Jos. C. Wilson Found Acdmy
Location:	291 Wilson Fnd (Madison Campus)
Plan/Grade:	RTA A

[Rating History](#) [RCSD Empl Class](#)

5.4 Carefully review and verify that the Employee ID, Department, Location and Plan/Grade are correct. Click on the [RCSD Empl Class](#) link.



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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

RCSD Employee Class

Evaluatee:	Barney Rubble
Empl ID:	9913002
Employee Classification:	Tenure Teachers

- 5.5 Verify that the employee classification is correct.
- 5.6 Click on the **Return** button to return to the *Manager Evaluation* page.
- 5.7 From the *Manager Evaluation Page*, click on the [Rating History](#) link to view prior year performance documents for this employee. Since we are just beginning to utilize the PeopleSoft ePerformance system, there will be no rating history for any District employees at this time.

Rating History

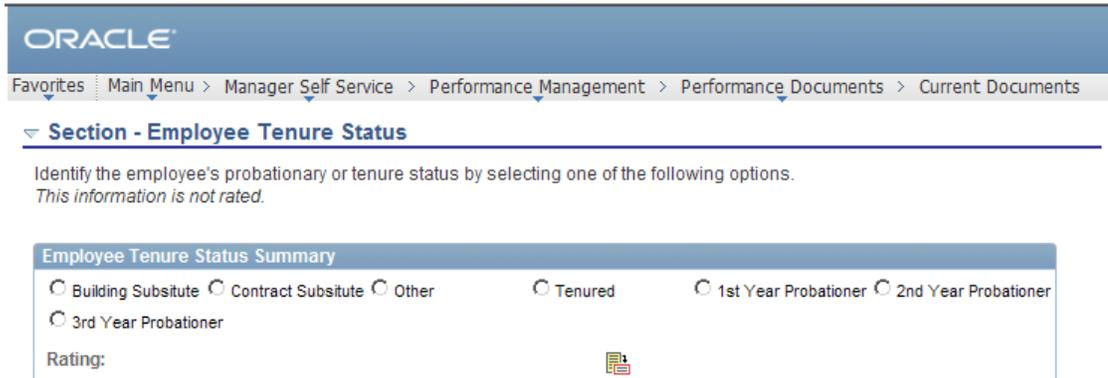
Rating History

Evaluatee:	Barney Rubble	Empl ID:	9913002
Document Type:	RTA	End Date:	06/30/2012

Overall Rating

This Employee doesn't have any overall rating history.

- 5.8 Click on the **Return** button to return to the *Manager Evaluation* page.
- 5.9 From the *Manager Evaluation* page, scroll down to the *Employee Tenure Status* section.



5.10 If known, click the button next to the appropriate status. If you need an expanded description of the Employee Tenure Status values, click the  icon. See the following page for the full descriptions. You will also be able to make your selection from the following screen (see next page).

ROCHESTER CITY SCHOOL DISTRICT

Teacher Annual Professional Performance Review (APPR) Process



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Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Section - Employee Tenure Status

Proficiencies	
Rating	Description
<input type="radio"/> Contract Substitute	Contract Substitutes provide coverage for long-term teacher leaves of absence. Evaluation of a contract substitute is required if the substitute will or could be in place for at least 1 semester.
<input type="radio"/> 1st Year Probationer	Newly employed teacher
<input type="radio"/> 2nd Year Probationer	Teacher serving the second year of their probationary appointment. Teachers who received tenure in another district will be eligible for tenure in the second year of their probationary period with the District. Please note that the employment classification of a teacher who has been appointed to a three-year probationary period (PRO3) or a teacher appointed to a two-year probationary period (PRO2) does not designate which year of the probationary period a teacher is in.
<input type="radio"/> 3rd Year Probationer	Final year of probationary period, unless an extension to the probationary period is approved by the Board of Education. A recommendation for tenure or to end the employee's appointment must be submitted to the board of education for a third year probationary teacher or the employee will become eligible for tenure by estoppel. Please note that the employment classification of a teacher who has been appointed to a three-year probationary period (PRO3) or a teacher appointed to a two-year probationary period (PRO2) does not designate which year of the probationary period a teacher is in.
<input checked="" type="radio"/> Tenured	Permanently certified teacher. A tenured teacher is entitled to due process regarding dismissal for cause: that is, for failure to maintain some clearly defined standard that serves an educational purpose.
<input type="radio"/> Other	
<input type="radio"/> Building Substitute	A building per diem teacher is a per diem teacher that provides coverage at a designated location for teacher absences. The absence could be for 1 day or up to 90 days, based on the specific need of each school.

Select Proficiency

[Return to previous page](#)

5.11 Select the appropriate Tenure Status and click on the **Select Proficiency** button to save your selection and return to the *Manager Evaluation* page.



5.12 Scroll down to the *Employee Career Level* section.

5.13 If known, click the button next to the appropriate career level. Click the  icon to view a full description of each Employee Career Level. You can select the Employee Career Level from either the above page or the expanded description page that is shown below.

Rating	Description
<input type="radio"/> 1-Intern	Newly hired teacher
<input type="radio"/> 2-Resident	Teachers who successfully complete the Intern Teacher level with the District.
<input checked="" type="radio"/> 3-Professional	Teachers who are tenured in the RCSD and have earned permanent NYS certification in their tenure area.
<input type="radio"/> 4-Lead	Highly qualified teachers are provided with opportunities for professional advancement, growth and leadership while remaining in the teaching profession.

5.14 Select the appropriate Employee Career Level and click on the **Select Proficiency** button to save your selection and return to the *Manager Evaluation* page.



5.15 Checkpoint: *if any of the Performance Document, Employee Data, Employee Class, Employee Tenure Status or Employee Career Level data is incorrect, you should contact your HCI Zone Director immediately and await their direction as to whether to proceed with completing the Employee evaluation at this time.*

Note: Because we have skipped the goal setting process(in PeopleSoft) for the 2011-2012 school year only, there will be no input in the Goal Setting sections for each of the 4 domains. The sections that will have no content are: Goal Setting: Domain 1 – Planning and Preparation, Goal Setting: Domain 2 – Classroom Environment, Goal Setting: Domain 3 – Instruction and Goal Setting: Domain 4 – Professional Responsibilities.



- 5.16 Prepare and complete your ratings for each element of the **Domain 1 – Planning and Preparation**. For your convenience and reference, a link to the Teachscape Rubric has been provided.

- 5.16.1 Click on the [Expand](#) link to view each element of Domain 1 of the Rubric. Each element will look similar to what is shown below, so only 1 example will be shown per Domain.

- 5.16.2 Click on the button next to the rating being selected for this first element of Domain 1, *Demonstrating Knowledge of Content and Pedagogy*. Click on the icon to view a general description of each rating.

- 5.16.2.1 Click on the [Return to previous page](#) link and enter the desired rating.

Note: If the general description of each rating is too vague to determine the desired rating, please refer to the Teachscape Rubric. A link to the rubric appears at the top of each Domain for your convenience.



▼ Demonstrating Knowledge of Content and Pedagogy

L1-Ineffective
 L2-Developing
 L3-Effective
 L4-Highly Effective

Rating: L3-Effective 

Comments: 

[Writing Tools](#)

Created By: Template 03/13/2012 11:05AM
 Last Modified By: Mister Slate 03/13/2012 6:09PM

5.16.3 Note that after the rating was selected, it is also displayed next to the Rating label. Additionally, because the document was saved, the name of the person who modified the document and the date/time the document was modified were captured in the Audit History.

Comments: 

[Writing Tools](#)

This is a dmeonstration of the comments sectino of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system. |

5.16.4 Enter the comments that support the rating selected in the comments box.

5.16.5 Check the spelling of your comments by clicking on the spellcheck  icon.



Spell Check

Field Label: Comments

Spell Check Text: This is a **dmeonstration** of the comments sectino of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system.

Change To: demonstration

Alternatives: demonstration

Ignore Ignore All Change Change All Add

OK Cancel

- 5.16.6 Select the **Change**, **Ignore** or **Add** button as appropriate. Clicking the **Add** button will add this word to your personal dictionary for future spell checks.
- 5.16.7 If more than one alternative is suggested by the system, as shown in the example below, select the desired alternative.

Change To: section

Alternatives: section
secession
sections

- 5.16.8 Click on the **OK** button once the spell check is complete and all spelling errors have been corrected.



Spell Check

Field Label: Comments

Spell Check Text: This is a demonstration of the comments section of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system.

The spelling check is complete.

OK Cancel



5.16.9 Complete the ratings and comments for each of the remaining 5 sections of Domain 1. The performance document can be saved at any time (*and it is strongly encouraged that you save frequently so that your work is not lost*). All domain elements must be rated before the *Performance Score* can be determined.

5.17 Prepare and complete your ratings for each element of the **Domain 2 – Classroom Environment**. For your convenience and reference, a link to the Teachscape Rubric has been provided.

Section - Domain 2 - Classroom Environment

Please click on the link below in order to access the evaluation rubric for criteria on domain expectations as well as verbiage to be used in support of your rating.

[Link to Rubric](#)

[Expand](#)

[Collapse](#)

▶ Creating an Environment of Respect and Rapport

▶ Establishing a Culture for Learning

▶ Managing Classroom Procedures

▶ Managing Student Behavior

▶ Organizing Physical Space

5.18 Click the twistie (▶) next to the first element of Domain 2, the *Creating an Environment of Respect and Rapport* to open just that element of the domain.



[Expand](#)

[Collapse](#)

▼ **Creating an Environment of Respect and Rapport**

L1-Ineffective
 L2-Developing
 L3-Effective
 L4-Highly Effective

Rating:

Comments:

Created By: Template 03/13/2012 11:05AM

- ▶ Establishing a Culture for Learning
- ▶ Managing Classroom Procedures
- ▶ Managing Student Behavior
- ▶ Organizing Physical Space

5.19 Open and rate each of the 5 elements of Domain 2. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary. All elements in all domains must be rated before the *Performance Score* can be determined.

5.20 Prepare and complete your ratings for each element of the **Domain 3 – Instruction**. For your convenience and reference, a link to the Teachscape Rubric has been provided.

▼ **Section - Domain 3 - Instruction**

Please click on the link below in order to access the evaluation rubric for criteria on domain expectations as well as verbiage to be used in support of your rating.

[Link to Rubric](#)

[Expand](#)

[Collapse](#)

▼ **Communicating With Students**

L1-Ineffective
 L2-Developing
 L3-Effective
 L4-Highly Effective

Rating: L3-Effective

Comments:

Created By: Template 03/13/2012 11:05AM



5.21 Open and rate each of the 5 elements of Domain 3. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary. All elements in all domains must be rated before the *Performance Score* can be determined.

5.22 Prepare and complete your ratings for each element of the **Domain 4 – Professional Responsibilities**. For your convenience and reference, a link to the Teachscape Rubric has been provided.

Section - Domain 4 - Professional Responsibilities

Please click on the link below in order to access the evaluation rubric for criteria on domain expectations as well as verbiage to be used in support of your rating.

[Link to Rubric](#)

[Expand](#)

[Collapse](#)

▼ Reflecting on Teaching

L1-Ineffective
 L2-Developing
 L3-Effective
 L4-Highly Effective

Rating:

Comments:

[Writing Tools](#)

Created By: Template 03/13/2012 11:05AM

5.23 Open and rate each of the 6 elements of Domain 4. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary. All elements in all domains must be rated before the *Performance Score* can be determined.

5.24 The next section of this sample performance document, *PART Summative*, will ONLY be shown for those employees who opted for the hybrid combination of the new APPR and PART. It should be noted that not all employees had the option of including PART as a component of their evaluation.



Section - PART Summative

Based on the review of evidence, select a rating based on the employee's merit and provide a summative statement relating to the Professional Expectations.

PART Summative Summary

L1-Ineffective L2-Developing L3-Effective L4-Highly Effective

Rating: 

Comments: 

5.25 Rate the PART Summative section using the same Highly Effective, Effective, Developing or Ineffective ratings that have been used for all of the other domain elements. Click on the button to select the desired rating.

Note: to ensure that the ratings are ordered consistently and don't cause confusion, we've added the L# prefix prior to each rating.

Section - Overall Summary

Summarize the performance and professional development of the employee. If applicable to the bargaining unit of this employee, utilize language from the evaluation rubric.

Comments: 

5.26 Add your comments to the *Overall Summary* section. Use the spellcheck  button as needed to check your comments on the overall performance of the employee.



5.27 Complete the *Recommendation for Continued Employment* section of the evaluation. This section must be completed for all teachers.

▼ **Section - Recommendation for Continued Employment**

Recommendation for Continued Employment for **Contract Substitutes and 1st and 2nd Year Probationary teachers.**

Recommendation for Continued Employment Summary

N/A-Tenured
 No
 Yes

Rating:

5.28 If the teacher being rated is a **contract substitute** or a **first** or **second year probationary teacher**, part of the evaluation process is to make a recommendation for continued employment, as shown above. If the teacher is already tenured, the N/A – Tenured button should be selected, as is the case in our example employee. **If you are not recommending continued employment for a non-tenured teacher, you should contact your HCI Zone Director immediately.**



5.29 Complete the *Recommendation for Tenure* section of the evaluation. This section must also be completed for all teachers.

▼ **Section - Recommendation for Tenure**

For employees **completing** their Probationary Period

Recommendation for Tenure Summary

N/A
 No
 Yes

Rating:

5.30 If the teacher being rated is **completing** their probationary period, select the Yes or No button to make your tenure recommendation for the employee. For teachers who are already tenured or are NOT completing their probationary period, click on the N/A selection button. **If you are not recommending tenure for a teacher who is completing their probationary period, you should contact your HCI Zone Director immediately.**



5.31 While the *Manager Comments* section of the performance document is available to add comments, the expectation is that this section will be used to add the Manager’s comments **after** the performance review meeting with the employee has been conducted. So, for now, simply skip past this section without adding any comments.

5.32 Scroll to the bottom of the performance document. If desired, certain document types, such as Word, can be attached to the performance document to supplement the evaluation.

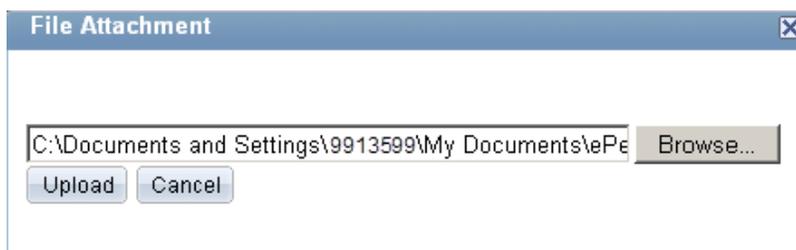
Attachments

No Attachments have been added to this document

[+](#) [Add Attachment](#)

5.33 Click on the [Add Attachment](#) link to add an attachment.

5.34 Click on the **Browse** button to browse your system and attach a document.



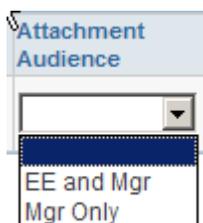
5.35 After selecting the document of choice from your system, click on the **Upload** button to upload the document.

Attachments					
File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By	
radio_button.png	<input type="text"/>	<input type="text"/>	03/13/2012 7:52:31PM	Mister Slate	

[+](#) [Add Attachment](#)

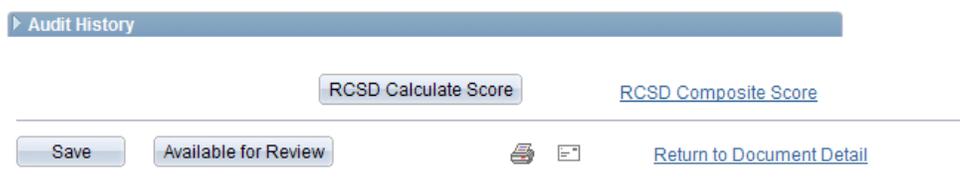
5.36 Enter a description for the document that has been uploaded in the *Description* field.

5.37 From the drop down for the *Attachment Audience* field (example below), select either the *EE and Mgr* or *Mgr Only* selection. Selecting the *EE and Mgr* option will enable the employee to view the attached document. Selecting the *Mgr Only* will ensure that the document can only be viewed by the employee’s manager. If left blank, both the employee and the manager will be able to view the document.



5.38 If, for some reason, the attachment needs to be deleted from the performance document, simply click on the trash can icon to delete the document.

5.39 Below the attachment section is the *Audit History* section of the performance document. It shows the history of changes to this document. Feel free to view this as desired.



5.40 Calculate the Employee performance score by following these 3 steps. Note that any time a domain element rating is changed, you must follow these 3 steps to recompute an accurate score for the employee performance document.

5.40.1 Click on the **Save** button to save the performance document.



- 5.40.2 Scroll down to the bottom of the performance document and click on the **RCSD Calculate Score** button to calculate the composite score.
- 5.40.3 Click on the [RCSD Composite Score](#) link to view the overall rating for the employee. This is necessary to populate a custom table with the composite scores.

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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

RCSD Composite Score

Document ID:	329	
Evaluatee:	Barney Rubble	
Empl ID:	9913002	
Review Held Date:		
Acknowledge Review Date:		
RCSD Performance Score:	55.67	Developing
RCSD Local Score:	10.00	Effective
RCSD State Score:	9.00	Effective
RCSD Composite Score:	74.67	Effective

Employee Acknowledge Final Evaluation

I do Agree with the rating above.

I do not Agree with the rating above.

Print Employee Name

Signature

Date

In the example shown, which is from a test system, the Local and State scores have been populated with arbitrary values for demonstration purposes only. When you initially complete the evaluations for your employees, it is quite likely that one or both of these values will not have been loaded in the system and will be displayed as zero.

- 5.40.4 If desired, print the evaluation summary page using print functionality from your browser's file menu (File > Print > select desired printer).
- 5.40.5 Click on the **Return** button at the bottom of the page to return to the *Manager Evaluation* page.



5.41 **Printing the evaluation.** If desired, print the employee evaluation using the print  icon at the bottom of the page. A separate window will open and the Manager Evaluation document will be displayed. As this is a display of the evaluation in PDF format, hover near the bottom of the new window to see the following menu bar.



5.41.1 Select the printer icon to print the evaluation.

5.41.2 When done printing/viewing the evaluation, simply close the window that opened by clicking on the print icon (e.g. X-out of the new window).

5.42 **Manager Evaluation – Mark Available for Review.** Once the performance document is completed to your satisfaction and you are ready to conduct the review meeting with the employee, you may choose to click on the *Mark Available* link.

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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6
RTA: 10/01/2011 - 06/30/2012

Performance Document Details			
Employee:	Barney Rubble	Job Title:	Tchr-Elem 4-6
Document Type:	RTA	Period:	10/01/2011 - 06/30/2012
Template:	RTA Teachscape 2011_60%	Document ID:	231
Manager:	Mister Slate	Status:	In Progress

Document Progress				
Step	Status	Due Date	Action	Next Action
Set Goals	✓ Completed	09/30/2011	View	
Nominate Participants	○ Not Started	02/06/2012		Start
Track Nominations	○ Not Started	02/06/2012		
Review Participant Evaluations	○ Not Started	06/30/2012		
Complete Manager Evaluation	🟡 In Progress	06/30/2012	Edit	Mark Available

[Return to Select Documents](#)



5.43 Click on the [Mark Available](#) link **ONLY** when you are ready for the employee to review the performance document in PeopleSoft. When this link is clicked, the performance document will open.



ORACLE®

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Manager Evaluation

Barney Rubble, Tchr-Elem 4-6
 RTA: 09/01/2011 - 06/30/2012

Author: Mister Slate **Role:** Manager
Status: In Progress **Due Date:** 06/30/2012
Approval: Not Required

Employee Data

Empl ID:	9913002	
Department:	14602	#46 - Charles Carroll - ES
Location:	146	School 46
Plan/Grade:	RTA	A

[Rating History](#) [RCSD Empl Class](#)

Enter comments for each section in this evaluation.

Supervisory personnel and approved peer reviewers (if applicable), also rate each section.

At any time you can save any entries you make on the evaluation by selecting the **Save** button.

[Return to Document Detail](#)

5.44 Click on the **Available for Review** button.

Performance Document - RTA

Available for Review

You have chosen to allow the employee to view this evaluation. To confirm that the employee can view evaluation, select the OK button.

5.45 Click the **OK** button to enable the employee to view the evaluation. An e-mail will be sent to the employee with notification that the evaluation has been completed is now available for their review.



- 5.46 The *Document Details* page will be displayed as shown below. Note the text near the top of the page indicating that the document has been made available for employee review. Also, note that *Next Action* in the *Complete Manager Evaluation* step has been updated to reflect the new status.

ORACLE

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Performance Management](#) > [Performance Documents](#) > [Current](#)

Current Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6
 RTA: 09/01/2011 - 06/30/2012

You have successfully made your evaluation available for the employee's review.

Performance Document Details					
Employee:	Barney Rubble	Job Title:	Tchr-Elem 4-6		
Document Type:	RTA	Period:	09/01/2011 - 06/30/2012		
Template:	RTATeachscape 2011 w/ PART_60%	Document ID:	329		
Manager:	Mister Slate	Status:	Available for Review		

Document Progress				
Step	Status	Due Date	Action	Next Action
Set Goals	✔ Completed	09/30/2011	View	
Nominate Participants	○ Not Started	02/06/2012		
Track Nominations	○ Not Started	02/06/2012		
Review Participant Evaluations	○ Not Started	06/30/2012		
Complete Manager Evaluation	✔ Available for Review	06/30/2012	View	Mark Review Held

[Return to Select Documents](#)

- 5.47 While the document is in the *Available for Review* status, the **Reopen** button will appear. The manager can use this button to reset the performance document to *In Progress* status to make any necessary changes to the performance document.
- 5.48 After the manager has marked the performance evaluation as “Available for Review”, the employee will be able to review the performance document at any time. The ePerformance system will send e-mail notifications whenever additional steps in the evaluation process, such as *Mark Review Held* or *Acknowledge*, are completed.
- 5.49 **Congratulations!** You have completed the employee evaluation and can proceed to the Review process.



5.50 **Helpful Hint: E-mailing the evaluation.** If you would like for the employee to view their performance document electronically at any time, use the e-mail icon to send a link to the employee. The employee will need to log in to PeopleSoft to view the performance document.

5.50.1 When the employee logs into PeopleSoft, they will be taken to the following screen to view their evaluation. They should click on the [View](#) link to review the performance document. The *Next Action* may vary depending upon when the performance document is e-mailed to the employee.

ORACLE

[Favorites](#) | [Main Menu](#)

Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6
 RTA: 09/01/2011 - 06/30/2012

Performance Document Details			
Employee:	Barney Rubble	Job Title:	Tchr-Elem 4-6
Document Type:	RTA	Period:	09/01/2011 - 06/30/2012
Template:	RTATeachscape 2011 w/ PART_60%	Document ID:	329
Manager:	Mister Slate	Status:	Review Held

Document Progress				
Step	Status	Due Date	Action	Next Action
Set Goals	✔ Completed	09/30/2011	View	
Review Manager Evaluation	🕒 Review Held	06/30/2012	View	Acknowledge

[Return to Select Documents](#)



6.0 ASSOCIATED DOCUMENTS

- 6.1 Reference: *RTA APPR Annual Value Stream Map (VSM)* – located on the SharePoint project site in the Design Documents folder.
- 6.2 Reference:
ROCHESTER_CITY_SCHOOL_DISTRICT_PROFESSIONAL_GOAL_SETTING_FORM Word document located on the SharePoint project site in the Reference -> Functional Reference Documents folder.
- 6.3 Reference: *FORMAL_TEACHER_OBS_FORM_Nov_14_2011* Word document located on the SharePoint project site in the Reference -> Functional Reference Documents folder.
- 6.4 Reference: *Complete Framework Instrument* Word document located on the SharePoint project site in the Reference -> Functional Reference Documents folder.
- 6.5 Reference: *Teacher_Eval_Guide_August_18_2011* located on the SharePoint project site in the Reference -> Functional Reference Documents folder.

7.0 RECORD RETENTION

Identification	Storage	Retention	Disposition	Protection
PeopleSoft ePerformance initial implementation.	SharePoint ePerformance project site.	Until Superseded		N/A

8.0 REVISION HISTORY

Date:	Rev.	Description of Revision:
3/14/12	Original	Original Document

End of Procedure