


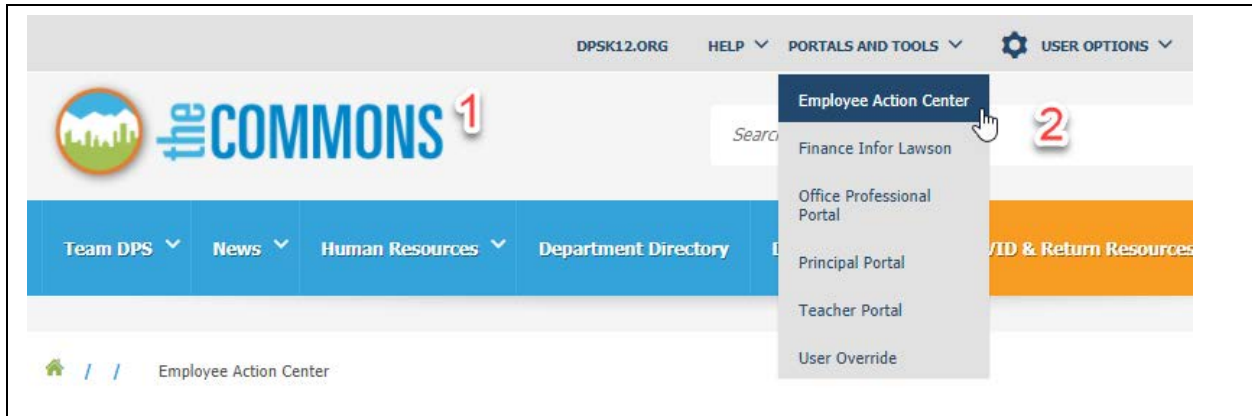
	<p>Putting the Pieces Together</p> <p>The Specialized Service Provider (SSP) growth and performance system ensures that all SSPs receive meaningful feedback every year based on their performance.</p> <p>This guide outlines how to:</p> <ul style="list-style-type: none"> • Log in to Infor HR (page 2) • Request Other Raters and Complete a Self-Appraisal (page 3) • Acknowledge Evaluator’s End-of-Year Appraisal (page 9)
	<p>Which Outcome to Expect</p> <p>When you complete a Self-Appraisal, your Evaluator will be able to use the information to host an End-of-Year Conversation and provide an End-of-Year Appraisal.</p>
	<p>Where to Find Additional Resources</p> <p>You can find the SSP End-of-Year Appraisal Process and Guides on the Commons. http://thecommons.dpsk12.org/Page/2520</p>
	<p>Who To Contact</p> <p>Contact SSP_GPS@dpsk12.org if you have any questions about the appraisal process.</p>



ACTION:

Log in to Infor HR



- 1) Access <http://thecommons.dpsk12.org/>
- 2) Click the drop down for Portals and Tools to access Employee Action Center

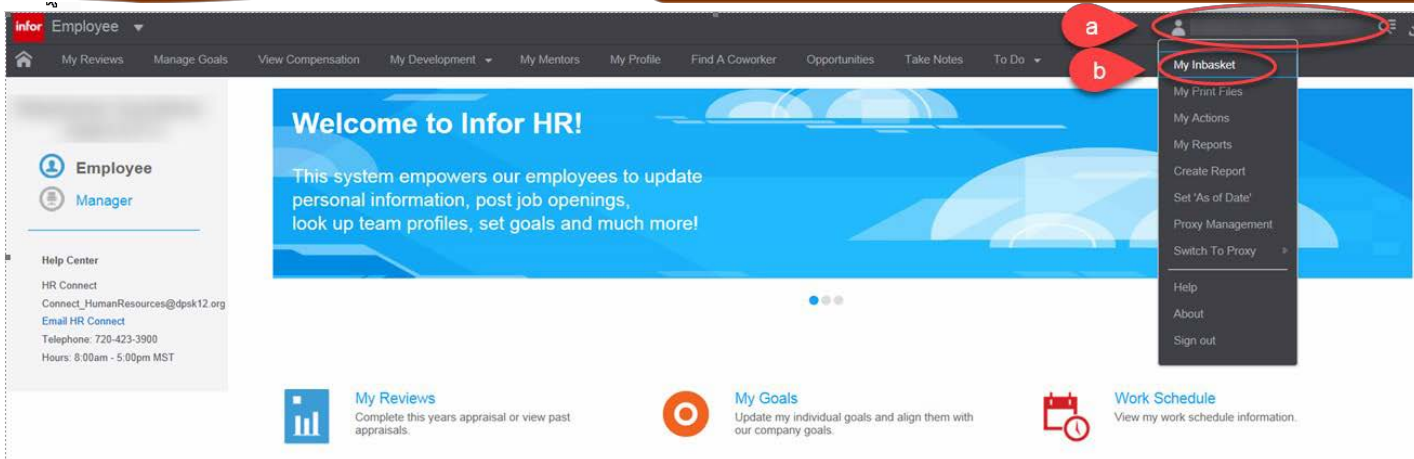


- 3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.

ACTION:

Request Other Raters

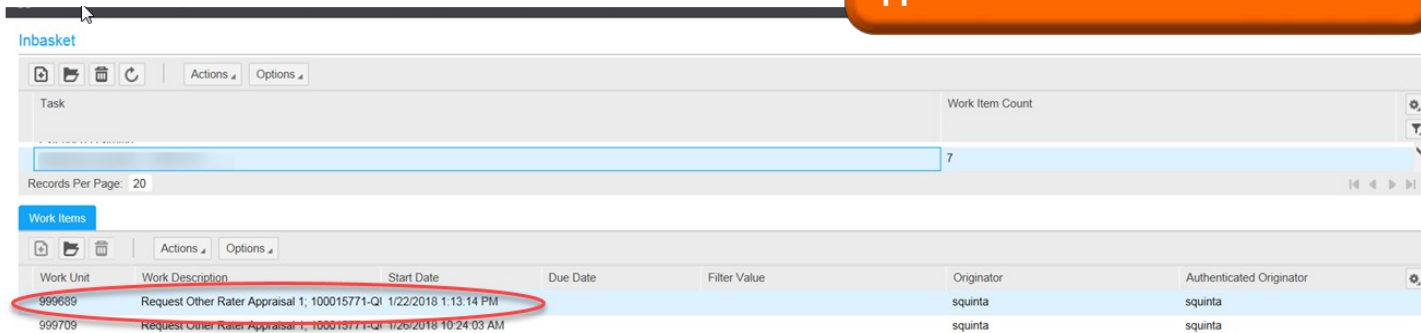
1) Click on your name in the upper right hand corner (a) and select **My Inbasket** (b) from the menu.



Please Note

- You only need to complete this step if you would like to request other raters to provide input on your performance. Other raters will not provide a rating but will instead provide comments on your performance.

2) From your Inbasket, double click on the **Work Item** labeled **Request Other Rater Appraisal**.



Request Other Rater Feedback

This request will be routed for approval; after it is approved the other rater feedback will be requested

Employment ID:

Appraisal: SSP 2017-18 Growth and Perform...

Position: 31220

Appraisal Period: 8/22/2017 - 6/2/2018

Due Date: 5/18/2018

Comment:

3) On the Request Other Rater form, click on the **Other Rater (a)** employee ID box or name box to search for the Other Rater you would like to request. Check the **Other or Indirect Supervisor** box (b). Search for additional Other Raters if you are requesting more than one. When you are finished, click **Submit (c)**

Select The Other Raters To Provide Feedback On Your Behalf-- Click Submit When Done

Other Rater: <input type="text" value="100000001"/>	<input type="text" value="MISSY MARTINEZ"/>	<input checked="" type="checkbox"/> Other or Indirect Supervisor
Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor
Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor
Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor
Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor
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Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor
Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor
Other Rater: <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other or Indirect Supervisor

Save As Draft

4) Complete any other remaining Other Rater requests. When you are done, click the back button on your browser to return to the home page.

Inbasket

Task

Records Per Page: 20

Work Unit	Work Description	Start Date	Due Date	Filter Value	Originator	Authenticated Originator
999689	Request Other Rater Appraisal 1; 100015771-QI	1/22/2018 1:13:14 PM			squinta	squinta
999709	Request Other Rater Appraisal 1; 100015771-QI	1/26/2018 10:24:03 AM			squinta	squinta

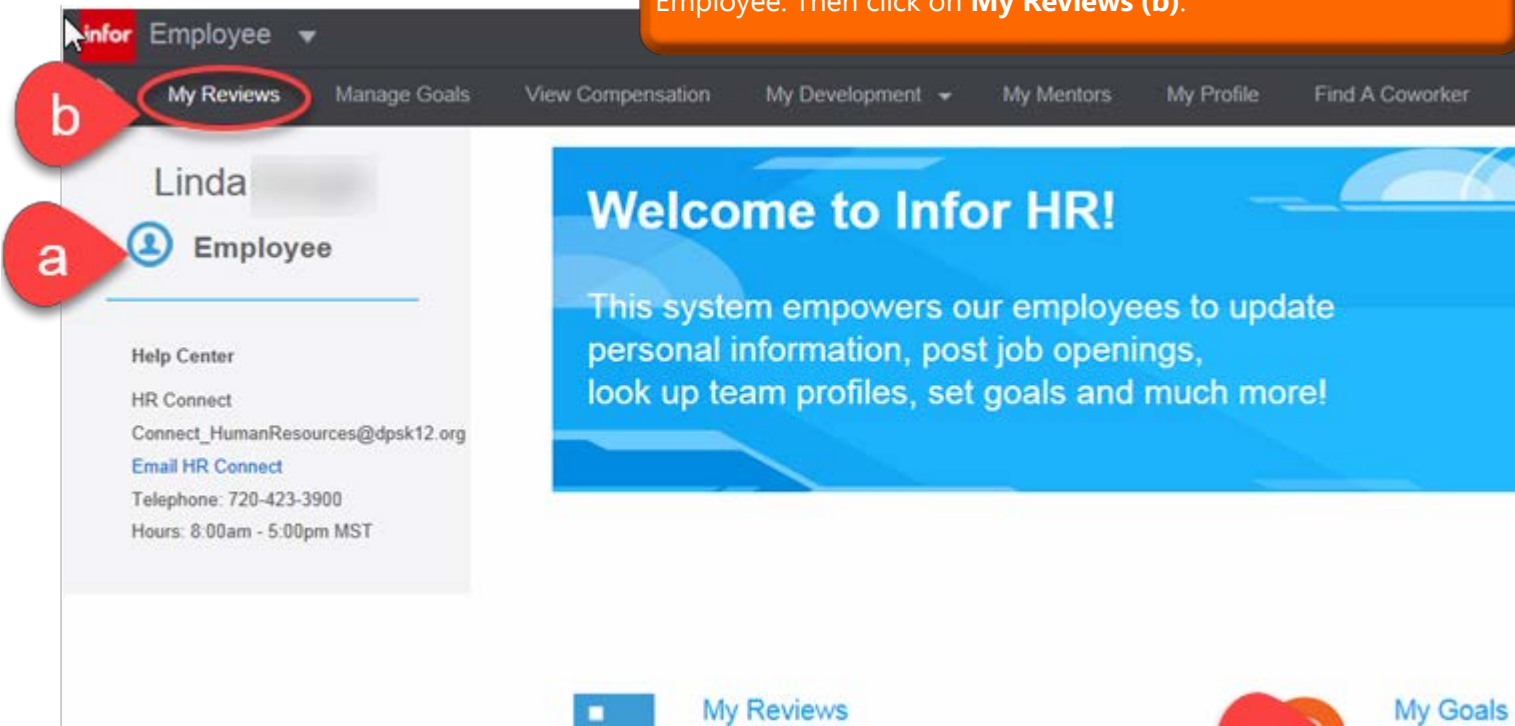
Which Outcome to Expect

- The Other Rater request will go to your evaluator. Once the request is approved, the Other Raters will receive an email letting them know that they have been asked to be an Other Rater.

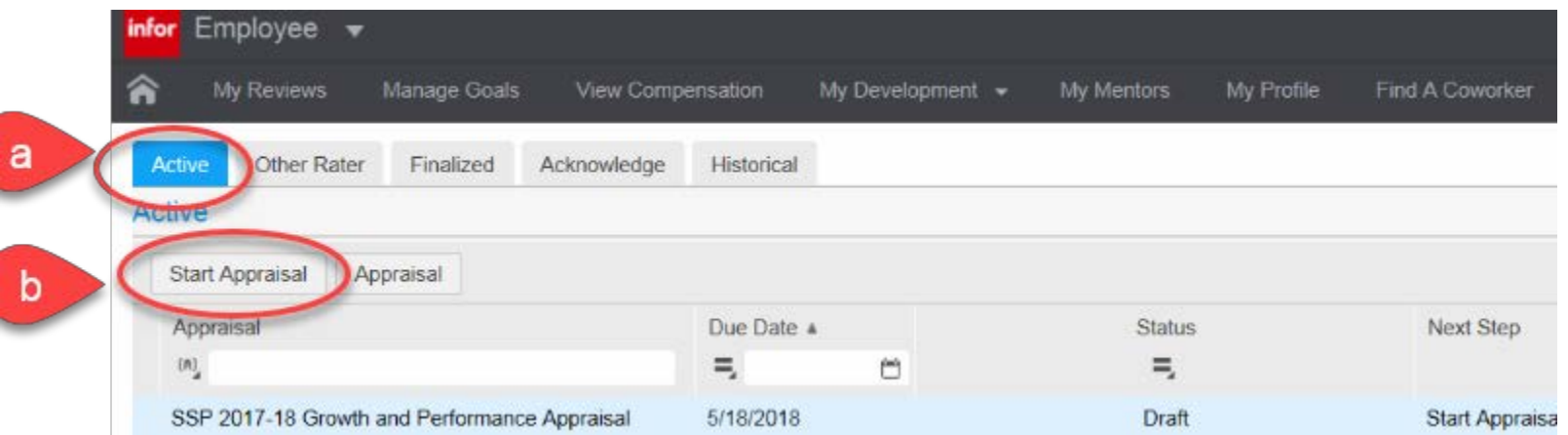
ACTION:

Locate and begin Self-Appraisal

1) Verify that you are in **My Employee Space (a)**. It should say Employee. Then click on **My Reviews (b)**.



2) Make sure that you are in the current year's active appraisal on the **Active tab (a)**. Then click **Start Appraisal (b)**.



3) For the 2020-21 School Year, Student Growth will not be included in your appraisal

The screenshot shows the 'Evaluate Criteria' section of the appraisal system. Under 'Expectations & Evidence', two expectations are listed:

- 1 Expectation 1:** Demonstrates mastery of and expertise in the domain for which they are responsible. Radio button options: Not Meeting, Approaching, Effective, Distinguished.
- 2 Expectation 2:** Establishes a safe, inclusive, and respectful learning environment. Radio button options: Not Meeting, Approaching, Effective, Distinguished.

Below each expectation is a 'Comments' field with a rich text editor toolbar. A red circle labeled 'a' highlights the first expectation's options, and a red circle labeled 'b' highlights the comments box for the second expectation.



Please Note

• Add your comments directly in the comments box. Do not copy and paste from another source. If you need to share additional documents with your evaluator, you can use the Attachments functionality in the main screen and upload documentation. Titles of attachments cannot exceed 50 characters (including spaces).

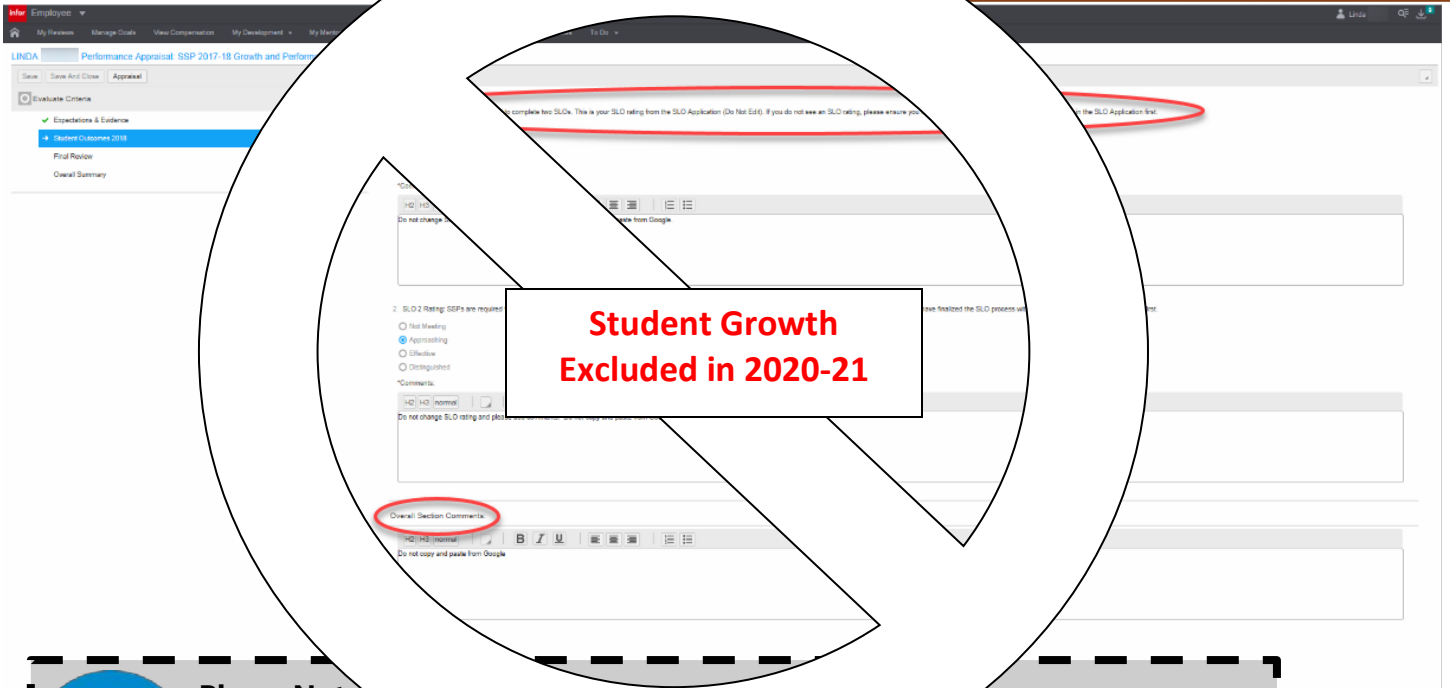
4) Enter **Overall Section Comments (a)**. Click **Next (b)** to continue to the **Student Outcomes** section.

The screenshot shows the 'Evaluate Criteria' section of the appraisal system. Under 'Expectations & Evidence', the following expectation is visible:

- 5 Expectation 5:** Demonstrates collaboration, advocacy, and leadership. Radio button options: Not Meeting, Approaching, Effective, Distinguished.

Below the expectation is a 'Comments' field with a rich text editor toolbar. A red circle labeled 'a' highlights the 'Overall Section Comments' field, and a red circle labeled 'b' highlights the 'Next' button at the bottom right of the page.

5) Review **SLO Rating 1 and 2** reported from the SLO Application (a). Enter **Overall Section Comments** to continue to the **Final Review** section.



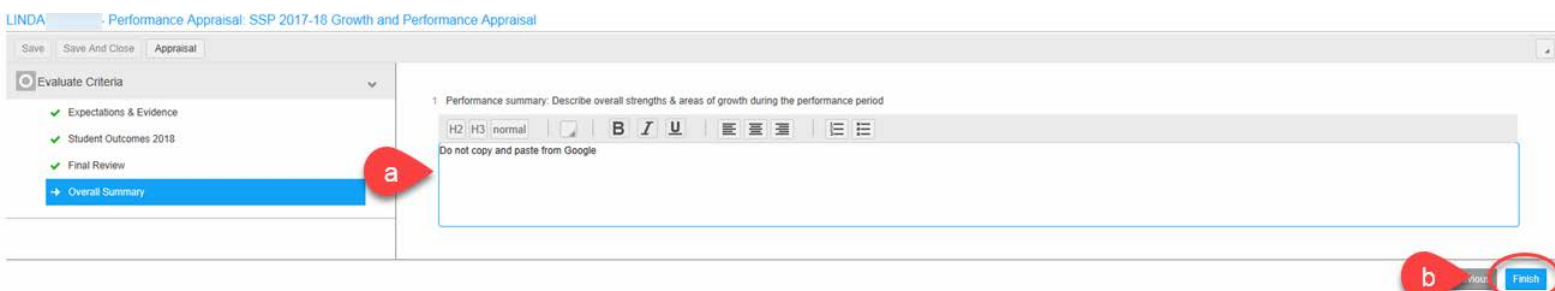
Please Note

- SSPs are required to be reviewed. Ratings from the SLO Application should be automatically populated on this page. If you do not see an SLO rating, please ensure you have finalized the SLO process with your evaluator.

6) Click **Yes** to confirm you have reviewed your self-appraisal prior to submitting to your evaluator (a). Click **Next** to navigate to the **Overall Summary** section (b).



7) Provide overall comments in the **Performance Summary** section (a). Click **Finish** to finalize the appraisal before sending to your evaluator (b).



8) Click **Finalize Appraisal (a)** when you are ready to make the appraisal available to your evaluator to review. Once you complete this step, you cannot make any revisions.

Appraisal	Due Date	Status	Next Step	Period Begin	Period End	Estimated % Complete
SSP 2017-18 Growth and Performance Appraisal	5/18/2018	In Progress	Review and Finalize - edits cannot be made after Finalizing	8/22/2017	6/2/2018	100 %

9) Click **Consolidated Appraisal (a)** if you would like to review your self-appraisal and print or download to your computer for your end-of-year conversation with your evaluator.

Name	Appraisal	Due Date	Status	Next Step	Supervisor	Appraisal Owner	Estimated % Complete
LINDA	SSP 2017-18 Growth and Performance Appraisal	5/18/2018	In Progress	Review Consolidated Appraisal and Finalize	Ztardust, Ziggy	Ztardust, Ziggy	100 %
Zanders, Zarah	Core Competencies Evaluation 2017-18	8/10/2018	Draft	Start Appraisal	Ztardust, Ziggy	Ztardust, Ziggy	0 %
Zinobia, Zelma	LIFT Appraisal 2018	8/10/2018	Draft	Start Appraisal	Ztardust, Ziggy	Ztardust, Ziggy	25 %



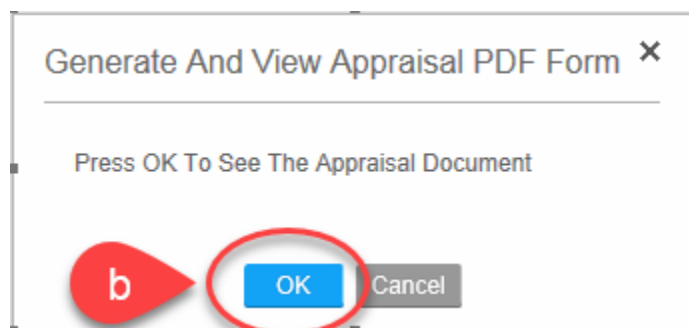
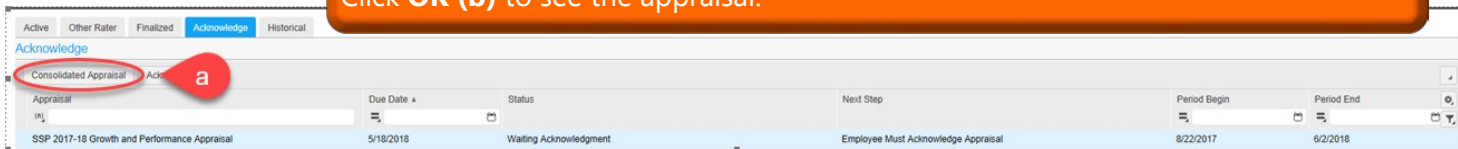
Please Note

- The consolidated appraisal will appear in the same window so use the back button when you are ready to return to the main page.

ACTION:

Acknowledge the Appraisal from your Evaluator after your End-of-Year Conversation. Log in using the steps from page 2 first and then proceed with the steps on this page.

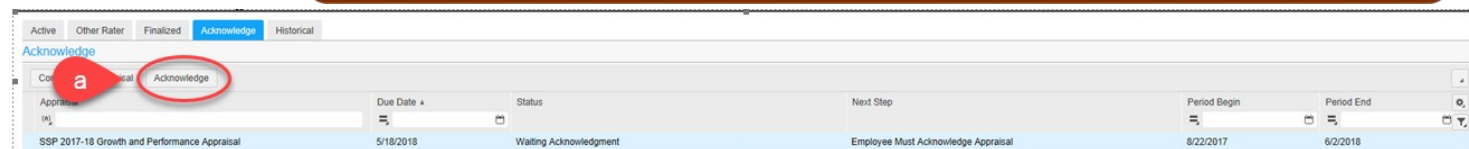
1) Click **Consolidated Appraisal (a)** to review the appraisal from your evaluator. Click **OK (b)** to see the appraisal.



Please Note

- The consolidated appraisal will appear in the same window so use the back button when you are ready to return to the main page.

2) Click **Acknowledge (a)** after you have reviewed the Consolidated Appraisal from your evaluator.



Enter Acknowledgment Comments

You must review and acknowledge your appraisal so that your supervisor can complete the process. Please review your appraisal and appraiser comments by selecting "Consolidated Appraisal" to generate a PDF that you can print or save. To acknowledge your appraisal, select the appraisal, click acknowledge, enter comments (required), and click OK.

Acknowledgment Comments:

H2 H3 normal **B** *I* U [List Icon] [List Icon] [List Icon] [List Icon]

Do not copy and paste from Google

a

b **OK** Cancel

3) Enter **Acknowledgement Comments (a)** and click **OK (b)**.
This completes the appraisal process. Thank you!