Putting the Pieces Together

The Specialized Service Provider (SSP) growth and performance system ensures that all SSPs receive meaningful feedback every year based on their performance.

This guide outlines how to:

- 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)

Which Outcome to Expect

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.

Where to Find Additional Resources

You can find the SSP End-of-Year Appraisal Process and Guides on the Commons. http://thecommons.dpsk12.org/Page/683

Who To Contact

Contact SSP_GPS@dpsk12.org if you have any questions about the appraisal process.

DENVER PUBLIC SCHOOLS | Growth, Performance & Training

Last Updated: MARCH 2018

Human Resources and Finance

Welcome to Infor Lawson, Infor HR and Learning Space

Access Infor Lawson
(Finance, Time and Attendance, Pay, Leave Balances, W2s, 1095-Cs and Training)

- Financial Services Resource Center Libraries (FAQs, Forms, Guidelines, Job Aids, Training)
- Infor Lawson V10 Basics

Access Benefits Enrollment site to enroll in benefits
Employees must enroll in or waive DPS benefits within the first 30 days of their start date. Benefits-eligible employees who work 30 or more hours per week must take action and either enroll in or waive DPS benefits within the first 30 days of their start date. Those employees who take no action and do not enroll or waive DPS benefits will be automatically enroll lowest-cost, employee-only medical plan (post-tax).

Access Infor HR (formerly known as GHR Talent Management)
(Employee Space, Manager Space and Internal Job Board)

Infor HR (formerly known as GHR Talent Management) has been upgraded!
A refreshed design of the system provides a more contemporary look-and-feel, with home pages, menus always visible at the top of the screen, and changes to naviga the ability to use the back button on your browser!
All Infor HR reference guides have been updated to reflect changes and are availab links below:

1) Access https://www2.dpsk12.org/lawsons3/monthlynotice_ghr.htm and click the link that says Access Infor HR.

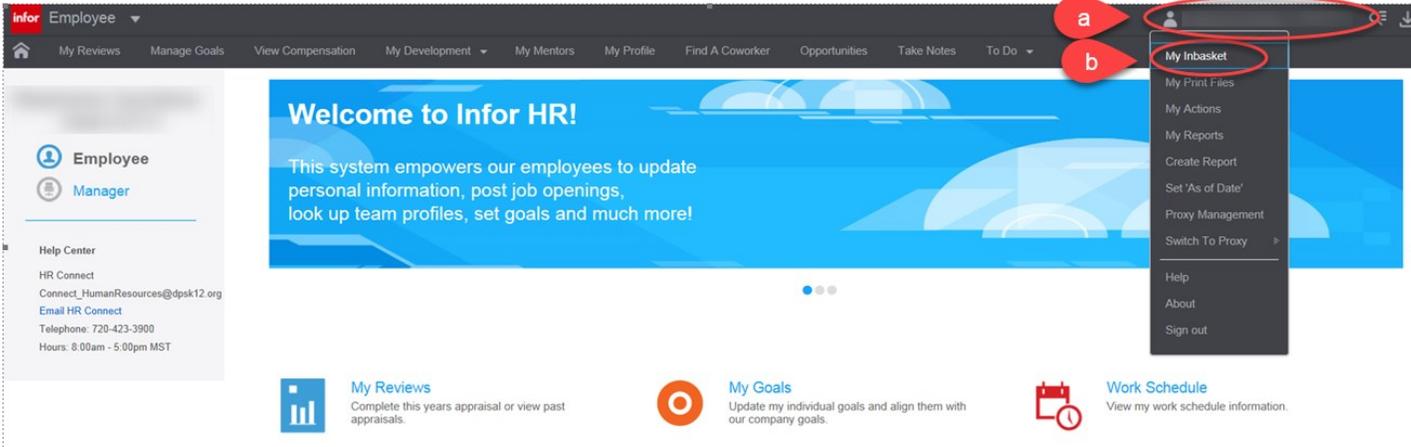Note: Infor HR works best with Firefox and Internet Explorer.

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

a → | User Name | Password | → | b
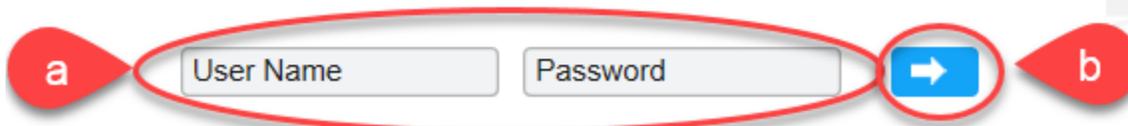
ACTION:

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.**
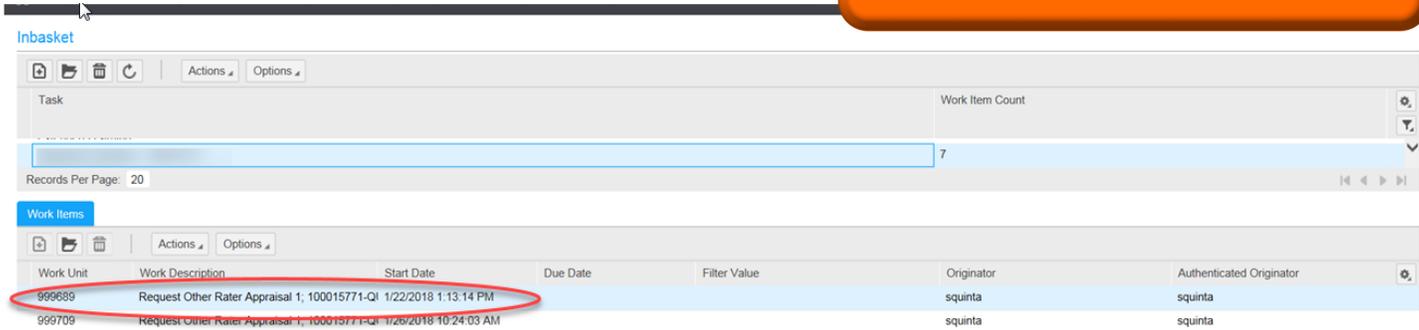
Request Other Rater Feedback

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

Employment ID: [redacted] STEPHANIE [redacted]

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

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

a
Other Rater: 100000001 | MISSY MARTINEZ | ☑ Other or Indirect Supervisor **b**
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor
Other Rater: | | ☐ Other or Indirect Supervisor

Save As Draft | Submit | **c**

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

Actions ▾ | Options ▾

Task

Records Per Page: 20

Work Items

Actions ▾ | Options ▾

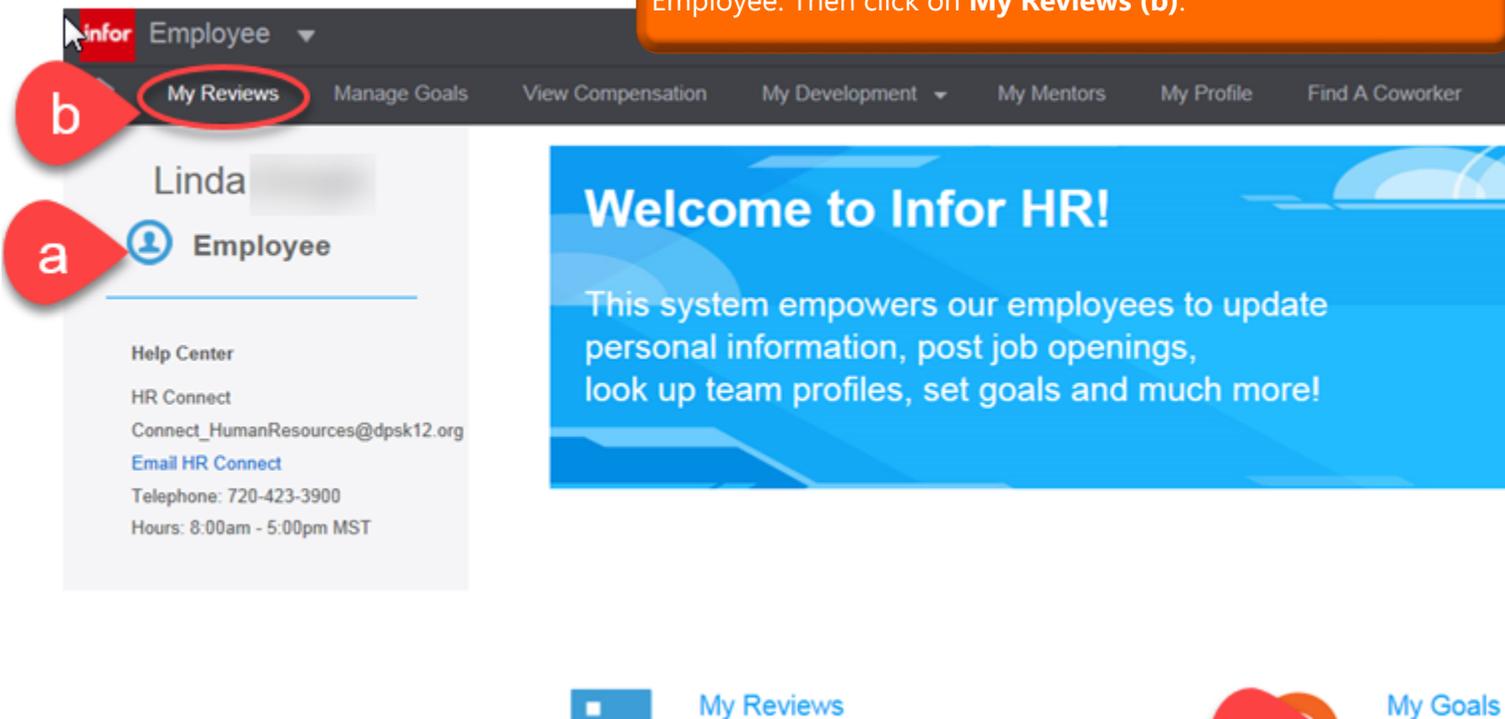| Work Unit	Work Description	Start Date	Due Date	Filter Value	Originator	Authenticated Originator	
999689	Request Other Rater Appraisal 1; 100015771-QI	1/22/2018 1:13:14 PM			squinta	squinta	
999709	Request Other Rater Appraisal 1; 100015771-QI	1/26/2018 10:24:03 AM			squinta	squinta	

✔ 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.
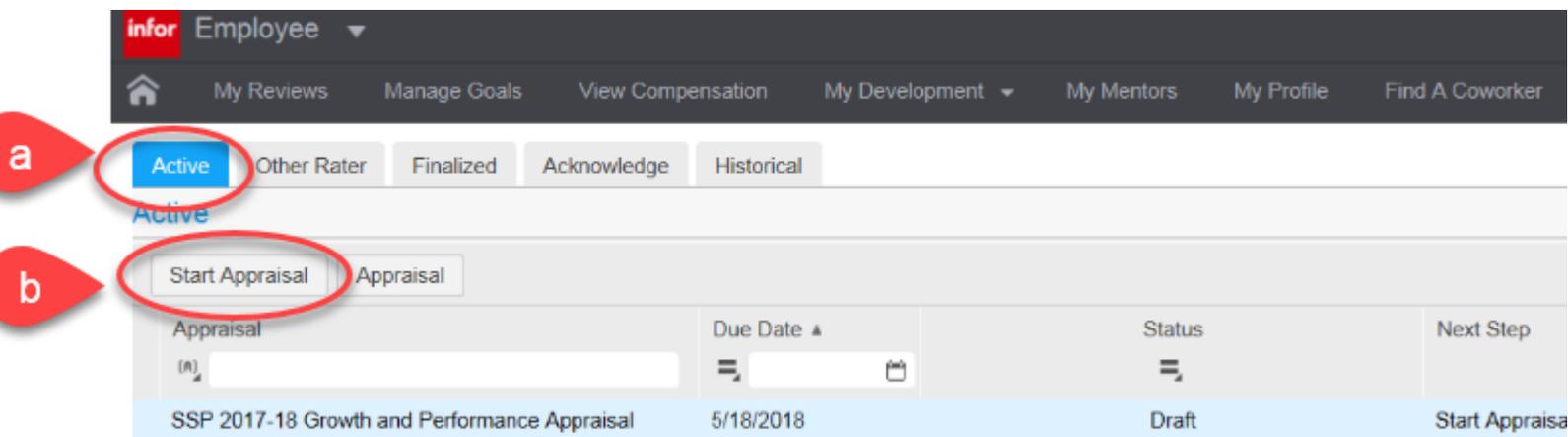
ACTION:

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)**.

b

infor Employee ▼

My Reviews | Manage Goals | View Compensation | My Development ▼ | My Mentors | My Profile | Find A Coworker

Linda

a

👤 **Employee**

Help Center

HR Connect
Connect_HumanResources@dpsk12.org
Email HR Connect
Telephone: 720-423-3900
Hours: 8:00am - 5:00pm MST

Welcome to Infor HR!

This system empowers our employees to update personal information, post job openings, look up team profiles, set goals and much more!

My Reviews   My Goals

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

infor Employee ▼

🏠 | My Reviews | Manage Goals | View Compensation | My Development ▼ | My Mentors | My Profile | Find A Coworker

a | Active | Other Rater | Finalized | Acknowledge | Historical

Active

b | Start Appraisal | Appraisal

Appraisal	Due Date ▲	Status	Next Step
[A]	▤	▤	
SSP 2017-18 Growth and Performance Appraisal	5/18/2018	Draft	Start Appraisal

3) Please rate your performance on a scale of Not Meeting to Distinguished for each of the five professional practice expectations (a). Use the comments section to briefly document evidence for each expectation **(b).**

LINDA _____ - Performance Appraisal: SSP 2017-18 Growth and Performance Appraisal

Save | Save And Close | Appraisal

Evaluate Criteria
- → Expectations & Evidence
- Student Outcomes 2018
- Final Review
- Overall Summary

1 Expectation 1:
Demonstrates mastery of and expertise in the domain for which they are responsible.

(a)
- ○ Not Meeting
- ○ Approaching
- ● Effective
- ○ Distinguished

*Comments:

H2 H3 normal | B I U | ≡ ≡ ≡ | ≔ ≔

(b) Comments are required, do not copy and paste from Google

2 Expectation 2:
Establishes a safe, inclusive, and respectful learning environment.

- ○ Not Meeting
- ○ Approaching
- ● Effective
- ○ Distinguished

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).

LINDA _____ - Performance Appraisal: SSP 2017-18 Growth and Performance Appraisal

Save | Save And Close | Appraisal

Evaluate Criteria
- → Expectations & Evidence
- Student Outcomes 2018
- Final Review
- Overall Summary

5 Expectation 5:
Demonstrates collaboration, advoca...

- ● Not Meeting
- ○ Approaching
- ○ Effective
- ○ Distinguished

*Comments:

H2 H3 normal | B I U | ≡ ≡ ≡ | ≔ ≔

Comments are required, do not copy and paste from Google

Overall Section Comments:

H2 H3 normal | B I U | ≡ ≡ ≡ | ≔ ≔

(a) Do not copy and paste from Google

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

(b) Next

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

Please Note

- SSPs are required to complete two SLOs. Your SLO 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).**
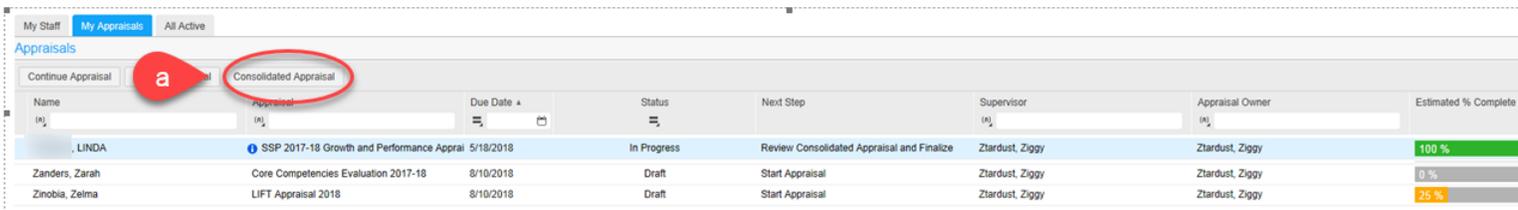
8) Click **Finalize Appraisal (a)** when you are ready to make the appraisal available to your evaluator to review. Once you complete this step, you cannot make any revisions.
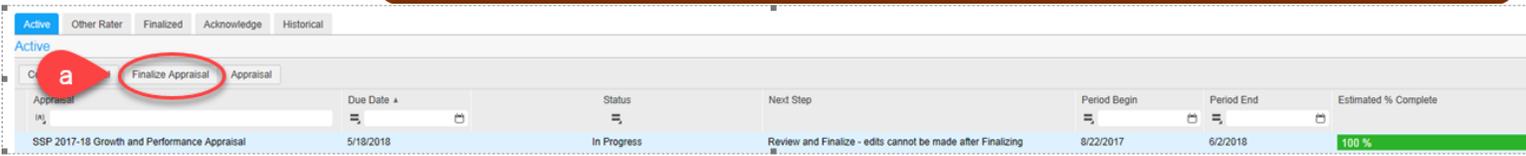
9) Click **Consolidated Appraisal (a)** if you would like to review your self-appraisal and print or download to your computer for your end-of-year conversation with your evaluator.

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.

Active	Other Rater	Finalized	Acknowledge	Historical

Acknowledge

Consolidated Appraisal Ack... **a**

Appraisal	Due Date ▲	Status	Next Step	Period Begin	Period End
(A)					
SSP 2017-18 Growth and Performance Appraisal	5/18/2018	Waiting Acknowledgment	Employee Must Acknowledge Appraisal	8/22/2017	6/2/2018

Generate And View Appraisal PDF Form ✕

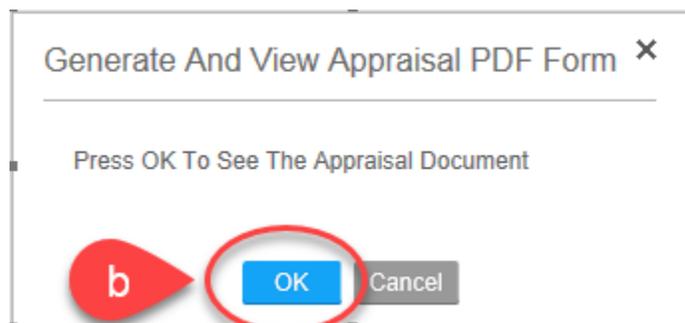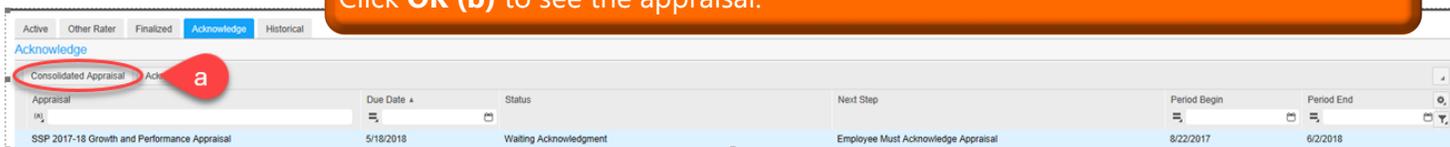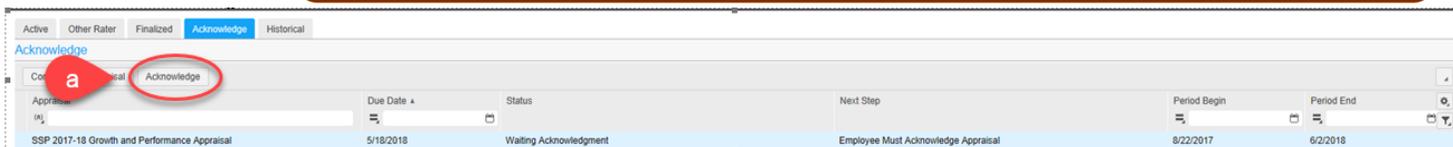Press OK To See The Appraisal Document

b → OK Cancel

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.

Active	Other Rater	Finalized	Acknowledge	Historical

Acknowledge

Con... ...aisal **a** Acknowledge

Appraisal	Due Date ▲	Status	Next Step	Period Begin	Period End
(A)					
SSP 2017-18 Growth and Performance Appraisal	5/18/2018	Waiting Acknowledgment	Employee Must Acknowledge Appraisal	8/22/2017	6/2/2018

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 | | ≡ | ≡ | ≡ | | ≔ |

a → Do not copy and paste from Google
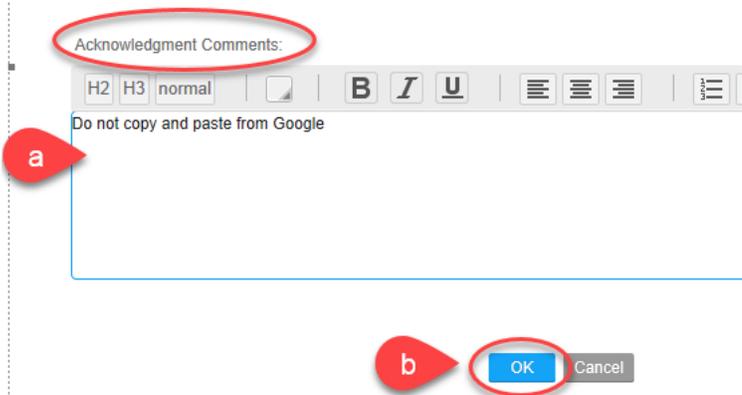
3) Enter **Acknowledgement Comments (a)** and click **OK (b).**

This completes the appraisal process. Thank you!

b → OK Cancel